SUPERVISING TODAY'S STUDENT EMPLOYEES, CERTIFICATE SERIES

Deadline: August 18, 2017
**Selection and Notification**
Notification to registrants will be via email regarding the status of their registration no later than one week after the application deadline. Selection is based on a first come first serve basis and the inclusion of the following:

- Stated goals
- Departmental representation
- Demonstrated supervisor support

**Participation and Attendance Guidelines:**
Attendance at all sessions is mandatory. The schedule is provided so that you may plan regular work-related commitments, professional conferences and vacations in advance to avoid conflict with program dates. All class dates and times are Wednesday’s from 9:00 to 12:00 with the exception of one class which will meet on a Thursday from 9:00 to 12:00.

**Excused Absences:**
In the event of illness, loss of a loved one or unexpected workplace emergency, the participant will inform Professional Development and Training of her/his absence via telephone (656-5800) or e-mail (develop@uvm.edu). After your return to work, we will assist you in making up the course work as appropriate.

**Unexcused Absences:**
Examples of unexcused absences include vacation plans, conferences, meetings and workload issues. Missing sessions for unexcused absences will result in needing to begin the cohort again in the future. Note that in the event a participant moves into another cohort, all core classes will need to be retaken.

**Inclement Weather and University Closing:**
The sessions will occur as scheduled unless the University announces an official closure—in which case the affected session will be rescheduled.

**Requirements:**
The total time requirement for the Supervising Today's Students Certificate Series includes approximately 21 hours of classroom time, some outside reading on upcoming topics, and preparation time for the final project (about 2-3 hours). It is imperative that you fully understand the time commitment required prior to signing up for the series.

- Attend and fully participate in all required sessions
- Read prior to class articles given by instructors
- Complete a final project
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<thead>
<tr>
<th>Session Date and Time</th>
<th>Topic/s</th>
<th>Instructor/s</th>
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<tbody>
<tr>
<td><strong>Class 1</strong>&lt;br&gt;Wednesday, September 13&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Course Overview and Requirements&lt;br&gt;Successfully Training and Onboarding Student Employees</td>
<td>Alan Shashok, Training and Compliance Coordinator, Student Financial Services&lt;br&gt;Mary McClements, Student Employment Coordinator, Student Employment Office</td>
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<td><strong>Class 2</strong>&lt;br&gt;Wednesday, September 27&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Who Are They and Why are They Here? UVM students at a glance.&lt;br&gt;Creating an Effective and Positive Workplace Culture</td>
<td>Pat Brown, Director of Student Life&lt;br&gt;Oleh Kaarmik, Talent Development Specialist, Professional Development and Training</td>
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<td><strong>Class 3</strong> <em>Note different day</em>&lt;br&gt;Thursday, October 19&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Student Diversity. What is the Difference?</td>
<td>Sherwood Smith, Senior Executive Director for Diversity, Engagement and Professional Development</td>
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<td><strong>Class 4</strong>&lt;br&gt;Wednesday, October 25&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Employing International Students&lt;br&gt;LGBTQ Advocacy in Student Employment</td>
<td>Evan Mills, International Student Advisor, Office if International Education&lt;br&gt;Becky Swem, Education Outreach, LGBTQA Center</td>
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<td><strong>Class 5</strong>&lt;br&gt;Wednesday, November 8&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Legal Issues in Student Employment&lt;br&gt;Supporting Student Employees with Disabilities</td>
<td>Lucy Singer, Senior Associate Counsel&lt;br&gt;Sharon Mone, Asst. Director ASP Operations, CAS</td>
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<td><strong>Class 6</strong>&lt;br&gt;Wednesday, November 29&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Engaging and Empowering Students: Personal &amp; Professional Development</td>
<td>Shelby Hinkle-Smith, Coordinator Campus Rec Programs, Athletics</td>
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<td><strong>Class 7</strong>&lt;br&gt;Wednesday, December 6&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Disruptive VS Distressed Students&lt;br&gt;Conflict Management for Student Supervisors</td>
<td>Annie Valentine, Center for Health &amp; Well Being&lt;br&gt;Sarah Helmer, Asst. Dean, College of Arts and Sciences&lt;br&gt;Joe Russell, Assistant Dean of Students, VPSA &amp; Dean of Students Office&lt;br&gt;Kim Martin, Director, Center for Student Conduct&lt;br&gt;Deanna Garrett-Ostermiller, Assistant Director, Center for Student Conduct</td>
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<tr>
<td><strong>Class 8</strong>&lt;br&gt;Wednesday, December 13&lt;br&gt;9:00 am – 12:00 pm</td>
<td>Final Projects/Celebration</td>
<td>Mary McClements, Student Employment Coordinator, Student Financial Services</td>
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Instructions for Completing Your Registration:
All documents must be contained in a single e-mail. Incomplete applications or applications sent via more than one e-mail will not be considered. Submit your e-mail to develop@uvm.edu AND to mamcclem@uvm.edu prior to the August 18th deadline. Applications sent after the deadline will not be considered unless the class has not filled. The 2016 class filled.

In a single e-mail, submit the following:

- Signed participant form
- Typed answers to the questions below
- Signed manager’s form completed by your current supervisor

Short Answer Questions:
Submit your answers to the following questions in a Microsoft Word document. Please limit your answers to no more than three pages.

- How will this program assist you with challenges you are facing as a student supervisor? Be specific.
- How does this supervisory program align with your professional or personal goals? How do you envision that it will assist you in reaching those goals?
- Describe three skills that you would like to develop during your participation in this certificate program.
- What additional information should we know?
Participant’s Form

Contact Information

Your Name: __________________________________________________________
Department: ______________________________________
E-mail: _______________________________ Telephone: ________________

Student Supervisory Responsibilities

Are you currently a student employment supervisor?
   Yes _____   No _____ (if no, you may not enroll in this series)

   How long have you been a supervisor? ____________________________
   How many student employees do you currently supervise? _______
   Do you have an account in the jobs board?   Yes _____   No _____

Time Commitment

Attendance is required at all eight sessions. Will you be able to make the required classes?
   Yes _____   No _____

This series requires a combination of class time and independent work. Is your department willing and able to support the necessary time away from the office to complete the requirements?
   Yes _____   No _____

Additional Statements

Please read and initial each statement.

_____ I have thoroughly read the information in this document as well as the Supervising Today's Students Certificate Series website.

_____ I have read the requirements and understand that this series represents a significant time commitment.

Please sign and date below to signify that you have read and understand the requirements and that you agree to complete these requirements.

Signature _______________________________    Date __________
Manager’s Form

It is important to have demonstrated managerial support for each participant in the series. Your commitment and support will help determine the success of your employee and will contribute positively to their professional development.

Read the following and initial to indicate your agreement:

_____ I understand that the commitment to the Supervising Today's Students Certificate Series includes the following:

- Attendance at eight core sessions of up to 3 hours each. (Wednesday’s from 9:00 to 12:00, except one Thursday class on October 18th, from 9 to 12:00)
- Completion of pre session work
- Completion of a final project

_____ I will support my supervisee in the completion of the required class and independent work and will be available for questions and conversation about this work as needed.

_____ I will support my supervisee in meeting all requirements and will adjust schedules and allow paid time away to complete these requirements.

By signing this form, I signify that I have read and understand the policies and commitments of the Supervising Today's Students Certificate Series. I also acknowledge that I am committed to the professional development of this staff person and will support her/his attendance in this program with paid time away to fully participate.

Manager’s Printed Name: ________________________________

Signature _____________________________________________ Date ____________

Thank you from The Student Employment Office and Professional Development.