Supervising Today’s Students, Certificate Series

Registration Materials
Fall 2016 Cohort

Materials Submission Deadline: August 18, 2016
Selection and Notification

Notification will be via e-mail regarding the status of their registration no later than one week after the registration 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.

Excused Absences

In the event of illness, loss of a loved one or unexpected workplace emergency, the participant will inform the facilitator of their 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 needs to move 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 Student Employees Certificate Series includes approximately 18 hours of classroom time and outside reading on upcoming topics. 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
- Complete required reading prior to class session if assigned by instructors
- Attend one elective session
- Complete a final project
# Cohort Schedule

<table>
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<tr>
<th>Session Date and Time</th>
<th>Topic/s</th>
<th>Instructor/s</th>
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| **Wednesday, September 21, 2016 from 8:30 to 11:30 AM** | Course Overview and Requirements  
Nuances of Supervising the Millennial Generation | **Mary McClements**, Student Employment Coordinator, Student Financial Services  
**Alan Shashok**, Training and Compliance Coordinator, Student Financial Services  
**Pat Brown**, Director of Student Life |
| **Wednesday, October 5 from 8:30 to 11:30 AM** | Successfully Training and Onboarding Student Employees  
Creating an Effective and Positive Workplace Culture | **Mary McClements**, Student Employment Coordinator, Student Financial Services  
**Stephen Lunna**, Learning and Development Specialist, Professional Development and Training |
| **Wednesday, October 19 from 8:30 to 11:30 AM** | Engaging and Empowering Students: Personal & Professional Development | **Shelby Hinkle Smith**, Senior Associate Director of Campus Recreation, Programs |
| **Wednesday, November 9 from 8:30 to 11:30 AM** | Student Diversity- What is your role? | **Sherwood Smith**, Senior Executive Director for Diversity, Engagement and Professional Development |
| **Tuesday, November 29 from 8:30 to 11:30 AM** | Legal Issues in Student Employment | **Lucy Singer**, Senior Associate Counsel |
| **Wednesday, December 14 from 8:30 to 11:30 AM** | Disruptive VS Distressed Students  
Conflict Management for Student Supervisors | **Annie Valentine**, Center for Health & Well Being  
**Sarah Helmer**, Academic and Student Services Advisor, College of Arts and Sciences  
**Kim Martin**, Director, Center for Student Ethics and Standards  
**Deanna Garrett-Ostermiller**, Assistant Director, Center for Student Ethics and Standards |
| **Wednesday, December 21 from 8:30 to 11:30 AM** | Final Projects, Celebration and Closure | **Mary McClements**, Student Employment Coordinator, Student Financial Services  
**Alan Shashok**, Training and Compliance Coordinator, Student Financial Services |
| **Tuesday, December 20 from 8:30 to 11:30 AM** | Makeup Day | TBD |
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 prior to the deadline listed on the front of this application packet. Applications sent after the deadline will not be considered.

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

Supervisory Responsibilities

Are you currently a student employee 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?

Time Commitment

Attendance at all core sessions and one elective is required. Will you be able to make the required meetings? □ 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 Student Employees 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 Student Employees Certificate Series includes the following:

- Attendance at 7 core sessions of up to 3 hours each and one elective
- Completion of pre session reading
- 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 Student Employees Certificate Series. I also acknowledge that I am committed to the professional development of this staff person and will support their attendance in this program with paid time away to fully participate.

Manager’s Printed Name ______________________________________________________________

Signature ___________________________________________________________ Date __________