

AGENDA

Council of Graduate Students

First Winter Quarter Meeting

Friday January 7, 2011 3:30 - 5:30 p.m.

The Ohio State University
Ohio Union | Senate Chamber
1739 N. High Street

- I. **Suspension of Business** [10 min]
 - A. *Transitional Remarks* [10 min]
 - a. *CJ Morabito – Vice President Emeritus*
 - b. *Ana Azevedo – Interim Vice President*
- II. **Statement of Purpose** [2 min]
- III. **Approval of Minutes** [3 min]
 - A. November 12, 2010 meeting
- III. **Officer Reports** [25 min]
 - A. President – Jonathan Nutt(.19) [10 min]
 - a. Autumn Quarter Report
 - B. Interim Vice President – Ana Azevedo(.3) [5 min]
 - a. Hayes Forum
 - C. Treasurer – Vijay Gadepally(.1) [10 min]
 - a. Autumn Quarter Fiscal Report
 - b. Project Funding Requests
 - c. Ray Travel Award
- IV. **New Business** [35 min]
 - A. Act 1011-WI-007: Amending ACT 1011-SU-003 Establishing Meeting dates
 - B. Act 1011-WI-008: Establish Career Development Grant Committee
 - C. Act 1011-WI-009: Budget Amendment
 - D. Act 1011-WI-010: Career Development Grant Revision
 - E. Travel Funding Request
 - F. Officer Nominations – *Written nominations must be received 10 days prior to the Second Winter Quarter Delegate Meeting*
- V. **Standing Committee Reports** [30 min]
 - A. Chief of Staff – Christopher Scannell(.3)
 - B. Academic Relations – Sarah Lang(.279)
 - C. Communications & Information Technology – Allen Cochran(.291)
 - D. Diversity, Inclusion & International Student Concerns – Autumn Williams(.2402)
 - E. Government Relations – Stephanie Seger(.13)
 - F. Graduate Health & Wellness – Chris Volpe(.26)
 - G. Outreach & Engagement – TJ Stewart(.652)
 - H. Senate Advisory – Vinayak Shedekar(.1)
 - I. Sustainability & Environmental Responsibility – Ryan Hottle(.7)
- VI. **Discussion** [10 min]
 - A. Delegate Issues and Concerns
- VII. **Announcements** [5 min]
 - A. OUAB Grad / Prof Happy Hour – Today, 5:30pm – Woody's Tavern
 - B. Hayes Forum – Abstracts due January 21 – Apply online
 - C. March On Ice with Asian American Community Service - March 5, 2011 5:15pm-7:15pm - Chiller Easton



Vice-President Morabito called the meeting to order at 3:36 pm.

Purpose Statement: To effectively advocate and program to ensure that the OSU graduate experience is the best it can be.

Approval of minutes

The minutes from October 29th meeting were presented.

Motion to approve the minutes made by Delegate Lynch with correction, motion seconded by Delegate Kent.

Motion was approved unanimously.

Officer Reports

President's Report

Letter from President Nutt was read.

Representing CGS at the National Association of Graduate and Professional Students

Some issues to report:

- Dean Steinmetz issued a letter to the Arts and Sciences departments stating that: "The instruction for the May session will be provided by Tenure-track faculty and Graduate Teaching Associates as a part of their normal academic year workload as assigned by the unit chair or director. We do not anticipate hiring supplemental instructors to support teaching in the May session."
- Have met with Grad School and they assured that the present student workloads and stipends will not be compromised. More developments to come.
- The results of last's minutes opinion polls were:
The Registered Student Organization poll showed 88.5% in favor of removing the exemption. The unionization position had 45.5% in favor of the current position, 36.4% not in favor, and 18.1% indifferent.

Vice President's Report

- Hayes' forum will send a call for abstracts November 29th. Meeting about Hayes after the delegate meeting. Poster has been generated but issues with printing. Vice-president will arrange a happy hour so Delegates can pick up poster to post at departments.
- Athletic council report: concerns were reported that graduate students do attend games or make use of tickets. Looking for someone to take over social chair position.

Secretary's Report

Governing Documents updates will be done soon. Looking for volunteers to help.

CGS Trivia Night coming up. Please sign up for CGS team.

Treasurer's Report

New spending approval protocols. Every spending should come through Treasurer now.

Ray Travel award for the quarter has concluded. Judges are working on applications.

Committee Chair Reports

- *Diversity, Inclusion & International Student Concerns – Autumn Williams(.2402)*. DIISC purchased a table at the YWCA Leadership Luncheon Series (each lunch/ \$30 to purchase individually) year of table for %50 of cost. Disc will be having a meeting next week November 18th at 5:00. Will be scheduling Dr. Lee to talk about new office of Minority affairs.
- *Government Relations – Stephanie Seger(.13)*. Government relations needs committee members. Election results are in, a lot of work going into capital budget year.
- *Graduate Health & Wellness – Chris Volpe(.26)*. Results of Wellness survey #1 issue is the recycling program
Student health program is #2 -problems with coverage and co-pay costs.
Committee is working on making the employee health insurance available to students with appointments.
Also of concern:
 - Parking cost and parking spaces
 - Healthy food options
 - Family-work balanceNeed people for sexual assault committee and university are safety committee.
- *Outreach & Engagement – TJ Stewart(.652)*
 - Buckyeton: 17hr dance-a-thon. Hoping to have a CGS team feb 26th -27th (5pm-10am)
 - Will be working with Habitat for Humanity soon.
 - Please send Departmental orgs meeting dates.
- *Senate Advisory – Vinayak Shedekar(.1)*
 - Another senator open. Bo Billet. Motion to nominate by Bower, second by Kent. Motion was approved.
- *Sustainability & Environmental Responsibility – Ryan Hottle(.7) (presented by Ben Kent)*
 - Program- Small business in Columbus. Looking to see what business are doing in terms of sustainability. Interest from many business. It will be a panel discussion. Looking for ideas.
- *Career Development Grants- Sarah Cortell(.1)*
 - Career Development: 20-25 applications. Need reviewers. Will be sending out this week

Old Business:

None

New Business:

ACT 1011-AU-005

Looking to expand from \$6/person to \$8/person (\$7,500/year). Trying to keep with the new catering from Ohio Union. Motion by Delegate Bower, seconded by Delegate Jacobson. Motion was approved.

RES 1011-AU-006

Resolution to support repeal of Registered Student Organization carveout. Based on results from poll from last delegate meeting. CSA Ad hoc committee has been created to discuss this issue. In discussion phase, but there has been a shift made from complete repeal to establishing a elected leadership carveout. Delegate body voice concern over this position and supported continuing with original decision of the body. CGS so far has been the only government to officially vote on this so we are in a position to influence. Motion to approve with following corrections made by Delegate Gulino, seconded by Hagen. Motion carries.

Corrections:

All court cases in italics

All “alls” should be lowercase

No hyphen between 40 and years.

Delegate issues and concerns.

Hagen: Concerns regarding the fee schedule. Constituents suggest automatic deduction to be optional. Jason Marion (.25) said BCBG would be looking into it. Delegates would like a resolution to distribute constituents.

Gupta: Issues with graduate students who need insurance to travel when pregnant. Insurance did not accept paperwork to travel. Unfeasible requirement of needing paperwork 6 months ahead of time. Constituents from IBGP and Food Science have had the same issue. It was also brought up the lack of support for Pregnant Grad students by grad school. Women pulled out of lab and not guaranteed position.

Announcements:

Need volunteers to serve in committee to search for new student trustee.

Motion to adjourn made by Delegate Hagen, seconded by Delegate Billet. Approved unanimously.

Minutes respectfully submitted by
Ana Clara Azevedo
Secretary

ACT 1011-WI-007

Amending ACT 1011-SU-003 Establishing Council of Graduate Students 2010-11 Meeting Dates

Author: Jonathan M Nutt (.19), President

Sponsor: The Executive Committee

Section 1. *Be it enacted by The Council of Graduate Students*, ACT 1011-SU-003 be amended to reorganize the Winter 2011 Schedule

Section 2. *And be it further enacted*, the amendment shall be in accordance with CGS Constitution Article VII – Meetings; CGS Bylaws Article VII – Meetings; and CGS Standing Rule ‘CGS Delegate Attendance Policy’ and ‘Refreshments Policy’

Section 3. *And be it further enacted*, the CGS meeting and special events schedule for the 2010-11 academic years shall be set as the following:

Autumn 2010

Friday, September 10, 2010 CGS Executive Committee Meeting

Friday, September 24, 2010 CGS Cookout

Friday, October 1, 2010 1st Autumn Delegate Meeting

Friday, October 15, 2010 CGS Executive Committee Meeting

Friday, October 22, 2010 New Delegate Orientation

Friday, October 29, 2010 2nd Autumn Delegate Meeting

Friday, November 5, 2010 CGS Executive Committee Meeting

Friday, November 12, 2010 3rd Autumn Delegate Meeting

Friday, November 19, 2010 CGS Executive Committee Meeting

Winter 2011

Friday, January 7, 2011 1st Winter Delegate Meeting

~~Friday, January 21, 2011 CGS Executive Committee Meeting~~

~~Friday, January 28, 2011 2nd Winter Delegate Meeting~~

Friday, January 28, 2011 CGS Executive Committee Meeting

Friday, February 4, 2011 2nd Winter Delegate Meeting

Friday, February 18, 2011 CGS Executive Committee Meeting

~~Friday, February 25, 2011 CGS Executive Committee Meeting~~

Friday, February 25, 2011 3rd Winter Quarter Delegate Meeting

~~Friday, March 4, 2011 3rd Winter Delegate Meeting~~

Friday, March 4, 2011 25th Edward F. Hayes Graduate Research Forum

~~***Saturday, March 5, 2011 25th Edward F. Hayes Graduate Research Forum***~~

Spring 2011

Friday, April 1, 2011 CGS Executive Committee Meeting

Friday, April 8, 2011 1st Spring Delegate Meeting (Presentation of Officer Candidates)

Friday, April 15, 2011 CGS Executive Committee Meeting

Friday, April 22, 2011 2nd Spring Delegate Meeting (Senate & Officer Elections)

Friday, May 13, 2011 CGS Executive Committee Meeting

Friday, May 20, 2011 3rd Spring Delegate Meeting with Awards & Inauguration Ceremony

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Summer 2011

Friday, June 24, 2011 Executive Committee Summer Retreat

Wednesday, July 8, 2011 New Delegate Orientation

Friday, July 15, 2011 1st Summer CGS Delegate Meeting

Friday, July 29, 2011 CGS Executive Committee Meeting

Friday, August 5, 2011 2nd Summer CGS Delegate Meeting

Friday, August 12, 2011 CGS Executive Committee Meeting

Friday, August 19, 2011 3rd Spring Delegate Meeting

Friday, September 9, 2011 CGS Executive Committee Meeting

Section 3. *And be it further enacted,* the Council will host its annual Spring Cookout on a date and location to be determined.

Section 4. *And be it further enacted,* all CGS Delegate and Executive Committee Meetings will be held from 3:30 p.m. to 5:30 p.m.

Section 5. *And be it further enacted,* this act will take effect immediately upon approval at a regular meeting of the Council of Graduate Students.

Date Approved:

Jonathan Nutt
President | Council of Graduate Students

ACT 1011-WI-008

An Act Establishing Council of Graduate Students Career Development Grant as a Standing Committee for 2010-11 Academic Year

Author: Jonathan M. Nutt(.19), President
Sponsor: The Executive Committee

Section 1. *Be it enacted by The Council of Graduate Students,* the Career Development Grant Committee shall be a 2010-11 Council of Graduate Students Standing Committee established as an extension of CGS ACT 1011-SU-002

Section 2. *And be it further enacted,* the Career Development Grant Committee shall be in accordance with the Council of Graduate Student's Constitution Article VI – Committees, and CGS Bylaw's Article V – Committees

Section 3. *And be it further enacted,* the 2010-11 Career Development Grant Committee's mission shall be as follows:

A. Career Development Grant Committee, Chair Sarah Cortell

The Career Development Grant Committee's mission shall be to encourage and enable graduate students to advance their chosen professional goals through career development activities. By offering small grants opportunities, CGS endeavors to incentivize Graduate Student investment in their own career development while engaged in their academic pursuits at The Ohio State University.

Section 4. *And be it further enacted,* this shall be effective immediately upon ratification at the next regular meeting of the Council of Graduate Students.

Date Approved:

Jonathan Nutt
President | Council of Graduate Students

ACT 1011-WI-009

An Act Amending the 2010-11 Budget

Author: Vijay Gadepally(.1), Treasurer
Sponsor: The Executive Committee

Section 1. *Be it enacted by The Council of Graduate Students,* that the governing budget established by ACT 1011-SU-001 be amended to reflect accurate FY10 Carry-forward amounts, and mid-year expenditures

Section 2. *And be it further enacted,* that the FY11 budget of The Council of Graduate Students shall be as follows:

INCOME

| | | |
|---|---|----------------------|
| 52203-201460 | Council of Graduate Students Endowment | |
| | FY10 - Coca Cola Endowment Carry Forward | \$58,121.49 |
| | FY11 - Coca Cola Endowment Funding | \$16,443.00 |
| | Total Endowment | \$74,564.49 |
| 45164-011000 | Student Affairs | |
| | CSA FY11 Funding | \$74,927.00 |
| | CSA FY10 Carry Forward | \$36,547.56 |
| | Total Student Affairs (CSA) | \$111,474.56 |
| 45164-011000-14520 | FY11 PBA Student Affairs (orig. OAA) | \$35,000.00 |
| | Ray Award FY10 Carry forward | \$- |
| | Total Ray Awards | \$35,000.00 |
| 45164-014000 | CGS Fee Authorizations | \$24,856.99 |
| 45164-011000B | Student Affairs PBA (Stipends/Benefits/SAIT) | \$39,343.32 |
| | Total Budget Pre-Sponsorships | \$285,239.36 |
| Co-sponsorship Funds (Hayes Research Forum) | | |
| | Graduate School | \$9,000.00 |
| | Office of Research | \$9,000.00 |
| | Hayes Endowment | \$- |
| | Hayes Research Forum Sponsorship Total | \$18,000.00 |
| 00000-000000 | Designated Funds | |
| | GAA Fees/Stipends | \$(64,200.31) |
| | | \$(64,200.31) |
| | Total (All Sources) | \$239,039.05 |

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EXPENSES

| | | Breakout of Expenses | |
|---------------------------------------|--|----------------------|-------------|
| 1000 President's Projects | | \$3,000.00 | |
| 1100 | Discretionary Fund | \$1,500.00 | |
| 1200 | Holiday Mailing | \$- | |
| 1300 | Inauguration Sp 2011 | \$1,500.00 | |
| 2000 Vice-President's Projects | | \$32,200.00 | |
| 2100 | Hayes | \$30,000.00 | |
| 2200 | Delegate Recruitment and Orientation | \$1,200.00 | |
| 2300 | Organization and Elections | \$1,000.00 | |
| 3000 Committee Projects | | \$108,200.00 | |
| 3100 | DIISC | \$150.00 | |
| 3200 | Outreach and Engagement | \$150.00 | |
| 3300 | Executive Committee | \$44,000.00 | |
| 3310 | <i>Exec Board Retreat</i> | | \$2,500.00 |
| 3320 | <i>Awards and recognition</i> | | \$1,000.00 |
| 3330 | <i>Exec Discretionary Funds</i> | | \$500.00 |
| 3340 | <i>Committee Projects</i> | | \$20,000.00 |
| 3350 | <i>Marketing/PR Budget</i> | | \$20,000.00 |
| 3400 | Government Relations | \$150.00 | |
| 3410 | <i>Travel</i> | | \$0.00 |
| 3420 | <i>Miscellaneous</i> | | \$150.00 |
| 3500 | Graduate Health and Wellness | \$150.00 | |
| 3650 | Communications and Information Technology | \$150.00 | |
| 3700 | Ray Award Committee | \$48,000.00 | |
| 3830 | Senate Advisory Committee | \$150.00 | |
| 3850 | Career Development Grant | \$15,000.00 | |
| 3880 | Academic Relations | \$150.00 | |
| 3900 | SERC | \$150.00 | |
| 4000 Office Management | | \$11,150.00 | |
| 4100 | Copier/Copying | \$2,500.00 | |
| 4200 | Equipment | \$500.00 | |
| 4300 | Furniture | \$500.00 | |
| 4400 | Supplies | \$1,500.00 | |
| 4500 | Telephone | \$1,650.00 | |
| 4600 | Technology | \$4,500.00 | |
| 5000 Administrative | | \$35,150.00 | |
| 5100 | Student Life Initiatives | \$20,750.00 | |
| 5101 | <i>Welcome Week</i> | | \$750.00 |
| 5102 | <i>Homecoming</i> | | \$- |
| 5103 | <i>Get Connected</i> | | \$- |
| 5104 | <i>Spring Social and Recruitment Event</i> | | \$10,000.00 |
| 5105 | <i>Fall Social and Recruitment Event</i> | | \$10,000.00 |
| 5200 | Personnel Training | \$500.00 | |
| 5300 | Meeting Refreshments | \$7,500.00 | |
| 5400 | Organizational Development | \$5,000.00 | |
| 5410 | <i>Travel</i> | | \$4,000.00 |

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| | | | | |
|-------------------------------------|------|------------------------|---------------------|------------|
| | 5420 | Membership Costs | | \$1,000.00 |
| 5500 | | Pres/VP Parking Passes | \$1,400.00 | |
| 6000 Professional Dev. | | | | |
| 7000 Emergency Funds | | | \$1,000.00 | |
| 8000 Prior Year Encumbrances | | | (\$21,358.28) | |
| 9000 Carry Forward to FY12 | | | \$26,980.77 | |
| | | TOTAL BUDGETED | \$239,039.05 | |

Section 3. *And be it further enacted,* that the Budget be effective immediately upon ratification by a majority vote.

Date Approved:

Jonathan Nutt
President | Council of Graduate Students

ACT 1011-WI-010

An Act Revising the Council of Graduate Students

Career Development Grant

Author: Sarah Cortell(.1), Career Development Grant Committee Chair

Sponsor: The Executive Committee

Section 1. *Be it enacted by The Council of Graduate Students*, the Career Development Grant's **purpose** shall be as follows and as in the attached application:

- A. The Career Development Grant program encourages graduate students to prepare for placement into their chosen field. By creating a Career Development Plan and preparing a Resume, students will be conducting the basic necessary tasks in the career development process. Students will submit their Career Preparation Plan and Resume to the Council of Graduate Students (CGS) for an opportunity to receive an award to defray costs associated with the development of their career and/or Career Preparation Plan.
- B. By offering grants of up to \$250 each, CGS will be providing an incentive for graduate students to invest effort in their own career development while attending OSU. These grants will provide subsidy for expenses incurred by the activities outlined by applicants in their Career Development Plan.
- C. The Career Development Grant will be awarded to individuals demonstrating strong linkages between their stated professional goals and their submitted Career Development Plan. Additionally, applicants will be evaluated upon the relevance and strength of proposed activities as they relate to the applicant's resume and the Career Development Plan.

Section 2. *And be it further enacted*, the Career Development Grant's **rationale** shall be as follows and as in the attached application:

1. The financial expenses associated with defined activities or engagements included in one's Career Development Plan may be cost-prohibitive to many graduate students, and the availability of financial support for students varies widely across the university. Whereas students in some departments, schools, and colleges may have several opportunities for funding, others may have no sources of funding whatsoever. For this reason, the absence of such funds at the university-level has resulted in significant concern from CGS. Inquiries on this matter to the CGS office and delegates, from both individual students and other graduate student associations within the university, are frequent. Therefore, the Career Development Grant will help fill a void for many students. Additionally, it will also provide financial continuity for graduate students to further their professional activities upon exhausting other funding sources. The Career Development Grant is intended to supplement -- not replace -- existing funds at the program, department, school, college, and/or university levels.

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Section 3. *And be it further enacted,* the Career Development Grant's **submission materials** shall be as follows and as in the attached application:

- A. A short statement requesting funds and a description of their likely uses, including the following:
 - a. A description of how the requested funds align with the expenses to be incurred by carrying out the activities outlined in the Career Development Plan.
 - b. A description of how the proposed activity or engagement will benefit the applicant in their career development.
 - c. A statement that demonstrates thoughtful consideration of potential career preparation opportunities.
 - i. Participation in Professional/Academic Conferences, Workshops, Career Fairs, and Professional Organizations or Societies.
 - d. A statement that explains why this use of funds is the most productive and effective way to develop one's career.
 - e. This double-spaced statement shall not exceed 500 words.
- B. A Career Development Plan that outlines a major career goal as well as the steps to be taken and anticipated towards achieving successful employment within the desired occupation of the applicant
 - a. Career occupation goal(s)
 - b. Career Preparation/Development activities could include:
 - i. Obtain training and education
 - ii. Gain work experience through job shadowing, internships, volunteer service, and other opportunities
 - iii. Network with professionals in the field
 - iv. Membership in professional organizations
 - v. Develop job search strategies
 - vi. Identify potential future employers
 - vii. Identify qualifications of individuals currently working in desired occupation
 - viii. Prepare for job interview process
 - c. The Career Development Plan should explain why these activities are important to obtaining ones career goal(s).
 - d. The Career Development Plan should not exceed 1,000 words (double-spaced).
- C. A Resume to demonstrate the applicant's qualifications for employment within their field
 - a. The Resume shall not exceed 2 pages.

Section 4. *And be it further enacted,* the Career Development Grant's **eligibility guidelines** shall be as follows and as in the attached application:

- A. Applicants must be enrolled in the Graduate School at Ohio State during the quarter in which the applicant anticipates incurring the associated expense. Expenses incurred during a Term in which the applicant is not enrolled in classes require the student be enrolled in the preceding Term.
- B. The applicant must be in good standing with the Graduate School, which requires current or previous enrollment in Graduate School at The Ohio State University.
- C. Applications must be submitted prior to the start of the term in which the anticipated expenses are to be incurred. Expenses incurred between quarters are considered to be part of the previous quarter.
- D. No applicant will be awarded more than \$250 per academic year at The Ohio State University.

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- E. Previous award winners must disclose all previous Career Development Grant awards. Failure to do so will automatically disqualify applicants.
- F. The application must be received by CGS before the deadline. Late or incomplete applications will not be considered.
- G. With consent of the applicant, the “Submitted Materials” of any grant recipient may be made available by CGS for prospective applicants to review as a model of excellent career preparation.

Section 5. *And be it further enacted,* the Career Development Grant’s **appropriate expense guidelines** shall be as follows and as in the attached application:

- A. In an effort to assist potential applicants and the grant reviewers, the Career Development Grant committee has created a list of eligible expenses, including but not limited to:
 - a. Conference registration
 - b. Professional association dues
 - c. Internship travel
 - d. Licensure fees
 - e. Study materials for licensure
 - f. Background check fees
 - g. Workshops
- B. However, with the eligible expenses, there are some limitations, including:
 - a. Travel – limited to per diem rate
 - b. Mileage – at or below alternative transportation costs
 - c. Meals – only associated with travel
- C. Additionally, some expenses are not eligible to be reimbursed, including:
 - a. Alcohol
 - b. Tobacco
 - c. Fire arms
 - d. Clothing
 - e. Research expenses
 - f. Local travel

Section 6. *And be it further enacted,* the Career Development Grant’s **award procedures** shall be as follows and as in the attached application:

- A. Grant recipients will be selected by a committee consisting of a minimum of four (4) graduate students appointed by CGS.
- B. The committee will attempt to notify recipients of awards six weeks after the application deadline.
- C. The committee has full authority in determining the number of awards given as well as the amounts awarded (within budget and maximum award restrictions).
- D. The committee's decisions cannot be appealed.
- E. Applicants may receive feedback from the committee chair or her/his designee on ways to improve the Career Development Plan and/or the Resume.

Section 7. *And be it further enacted,* the Career Development Grant’s **award review criteria** shall be as follows and as in the attached application:

- A. A Short Statement of Intent should be provided on how the award is to be used.
 - a. Examples of preferred uses are listed below:
 - i. Professional Conferences, Workshops, Career Fairs, Licensures, and Membership in Professional Organizations

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- ii. Other career and professional development related expenses will also be considered.
- b. The review committee will evaluate the Statement of Intent by the following:
 - i. Thoughtful consideration to potential uses of award
 - ii. Anticipated benefit an applicant will receive from the award
 - iii. Strong linkage between the CDP and the activity
- B. For appropriate committee review the Career Development Plan should include the following:
 - a. Identified desired occupation and its qualifications
 - b. Goals are specific, timely, attainable, and measurable
- C. The Resume should effectively demonstrate qualifications for obtaining employment in the desired career
 - a. Training and Education relevant to their career interests are demonstrated
 - b. Organization, appearance, and length of resume

Section 8. *And be it further enacted,* the Career Development Grant's **claiming an award review criteria** shall be as follows and as in the attached application:

- A. Awards will be provided in the form of a reimbursement. Original receipts must be provided documenting paid expenses included in the Statement of Intent.
- B. Grant funds will be released after reimbursement is qualified, allowing time for processing.

Section 9. *And be it further enacted,* this shall be effective immediately upon ratification at the next regular meeting of the Council of Graduate Students.

Date Approved:

Jonathan Nutt
President | Council of Graduate Students



Council of Graduate Students Career Development Grant Winter 2011 Application

The Career Development Grant program encourages graduate students to prepare for placement into their chosen field. Students will submit their Career Development Grant Application to the Council of Graduate Students (CGS) for an opportunity to receive an award to defray costs associated with the development of their careers.

By offering grants of up to \$250 each, CGS will be providing an incentive for graduate students to invest effort in their own career development while attending OSU. These grants will provide subsidy for expenses incurred by the activities outlined by applicants in their Career Development Plan.

The Career Development Grants will be awarded to individuals demonstrating strong linkages between their stated professional goals and their submitted Career Development Plan. Additionally, applicants will be evaluated upon the relevance and strength of proposed activities as they relate to the applicant's resume and the Career Development Plan.

Eligibility Guidelines

- Applicants must be enrolled in the Graduate School at The Ohio State University during the quarter in which the applicant submits grant application. Expenses incurred during an academic quarter in which the applicant is not enrolled in classes require the students be enrolled in the preceding quarter.
- The applicant must be in good standing with the Graduate School, which requires current or previous enrollment in Graduate School at The Ohio State University.
- Applications must be submitted prior to the start of the term in which the anticipated expenses are to be incurred. Expenses incurred between quarters are considered to be part of the previous quarter.
- Grant recipients will be reimbursed after expenses are incurred through a check issued by The Ohio State University or through direct deposit.
- In order to obtain reimbursement, **ORIGINAL RECEIPTS (showing payment confirmation) must be provided to CGS.**
- No applicant will be awarded more than \$250 in CGS Career Development Grant funds per academic year.
- Previous award winners must disclose all previous Career Development Grant awards. Failure to do so will automatically disqualify applicants.
- The application must be received by CGS before the deadline. Late or incomplete applications will not be considered.
- With consent of the applicant, the "Submission Materials" of any grant recipient may be made available by CGS for prospective applicants to review as a model of excellent career preparation.

Council of Graduate Students Career Development Grant

Winter 2011 Application

Eligible Expenses Guidelines

The following breakdown serves to assist potential applicants in determining what possible career development activities can be reimbursed.

Possible Eligible Expenses, including but not limited to:

- Conference registration
- Professional association dues
- Internship travel
- Licensure fees
- Study materials for licensure
- Background check fees
- Workshops

Limitation on Eligible Expenses:

- Travel – limited to per diem rate
- Mileage – at or below alternative transportation costs
- Meals – only associated with travel

Expenses Not Eligible:

- Alcohol
- Tobacco
- Fire arms
- Clothing
- Research expenses
- Local travel

Submission Materials

The following information is to be submitted by Career Development Grant applicants:

- Application Information
- Statement of Intent
- Career Development Plan that outlines a major career goal as well as the steps to be taken and anticipated towards achieving successful employment within the desired occupation of the applicant
- Resume to demonstrate the applicant's qualifications for employment within their field

See website http://cgs.osu.edu/funding/development_funding.aspx for funding deadlines, submission information and eligible expense timeframes.

Winter 2011 Deadline: January 31, 2011

Period for Eligible Expenses: March 28, 2011- June 19, 2011

Council of Graduate Students Career Development Grant
Winter 2011 Application

Part One: Applicant Information

Name: _____

Local Address: _____

Email Address: _____ Cell Phone: _____

Program of Study: _____ Anticipated Degree (i.e. MA, PhD): _____

GPA: _____ Anticipated Graduation Quarter/Year: _____

Ethnicity (optional): _____ Gender (optional): _____

Quarter/Year of Projected Expenses (i.e. Spring 2011): _____

Have you ever received a Career Development Grant? If so, when and how much?

Itemized List of Projected Expenses

| Item | (Projected) Expenses |
|-------------------------------|----------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total Amount Requested | |

I have read and understand the committee expectations and responsibilities, and by signing this form, I authorize the Graduate School at The Ohio State University to access my academic record in order to verify my eligibility.

Signature: _____ Date: _____

Council of Graduate Students Career Development Grant
Winter 2011 Application

Part Two: Statement of Intent

Attach a double-spaced statement (up to 3 pages), including the following:

- A description of how the requested funds align with the expenses to be incurred by carrying out the activities outlined in the Career Development Plan.
- A description of how the proposed activity or engagement will benefit the applicant in their career development. Preferred uses include but are not limited to professional conferences, workshops, career fairs, licensures, and membership in professional organizations.
- Explain why this use of funds is the most productive and effective way to develop your career.

Part Three: Career Development Plan

Attach your double-spaced Career Development Plan with the following components (up to 5 pages):

1. Long-term career goals (desired occupation and its qualifications)
2. Short-term career goals with specific steps or activities to be taken and anticipated toward achieving successful employment within your desired occupation of the applicant. These steps or activities may include but are not limited to:
 - Obtain training and education
 - Gain work experience through job shadowing, internships, volunteer service, and other opportunities
 - Network with professionals in the field
 - Membership in professional organizations
 - Develop job search strategies
 - Identify potential future employers
 - Identify qualifications of individuals currently working in desired occupation
 - Prepare for job interviews
 - Other steps as necessary

Part Four: Resume

Attach a Resume (up to 2 pages) demonstrating the applicant's qualifications for employment within their field.

For tips on developing your Career Development Plan or resume, such as resources for identifying your career goals, visit **Career Connection** on the 2nd floor of the Younkin Success Center, or visit Career Connection online at <http://careerconnection.osu.edu/>

Council of Graduate Students Career Development Grant
Winter 2011 Application

Check-List for Application Materials

- Application Information (1 page)
- Statement of Intent (up to 3 pages)
- Career Development Plan (up to 5 pages)
- Resume (up to 2 pages)

See website http://cgs.osu.edu/funding/development_funding.aspx for funding deadlines and submission information.

Winter 2011 Deadline: January 31, 2011

Period for Eligible Expenses: March 28, 2011- June 19, 2011

For more information, please contact Sarah Cortell (cortell.1@buckeyemail.osu.edu).

Council of Graduate Students Career Development Grant
 Winter 2011 Application

Rubric for Reviewing Applications

The following is the scale used by the CGS Career Development Fund Committee to review applications and allocate funding.

| Criteria | Possible Score | Rationale for score and comments |
|---|-----------------------|---|
| Statement of Intent | | |
| <i>Description of Intended Use of Funds</i> | | |
| Explained a high level of anticipated benefit an applicant will receive from the award | (0-6) | |
| Requested funds align with the expenses to be incurred by carrying out the activities outlined in the CDP | (0-6) | |
| Expressed thoughtful consideration to potential opportunities | (0-3) | |
| Subtotal (Out of Possible 15) | | |
| Resume | | |
| <i>Demonstrate applicant qualifications for employment within the field</i> | | |
| Obtained specific training and education relevant to career interests | (0-5) | |
| Presented a resume that was organized, professional, and of appropriate length | (0-5) | |
| Subtotal (Out of Possible 10) | | |
| Career Development Plan | | |
| <i>Outlines major career goal(s) as well as the steps to be taken within the short term leading to successful employment within the desired occupation of the applicant</i> | | |
| Identified long-term career goals including desired occupation and its qualifications | (0-15) | |
| Identified short-term goals that are specific, timely, attainable, and measureable | (0-10) | |
| Subtotal (Out of Possible 25) | | |
| Grand Total (Out of Possible 50) | | |