

## **CMBIOL 630/HUMGEN 631 Winter Short Course GSI Position**

*This position fulfills the CMB one-term teaching requirement.*

### **Applying to GSI**

Applications for the Winter GSI position will **be due no later than November 15<sup>th</sup>** each Fall semester, for the upcoming Winter semester. Students can apply at this link:

[https://umich.qualtrics.com/jfe/form/SV\\_cCJcuDFKwjMk24C](https://umich.qualtrics.com/jfe/form/SV_cCJcuDFKwjMk24C)

### **Effective Dates**

The Graduate Student Instructor (GSI) position for the short course will be available each Winter semester and be effective starting the first day of the semester through the last day of exams.

### **Summary and Timelines of Duties**

The Graduate Student Instructor (GSI) will be involved in the preparation and facilitation of the CMB 630 short course, plus introductions to upcoming short course speakers in CMB 850. In the Winter, the CMB program does not facilitate the course, so the GSI will work closely with Human Genetics and students from the Genetics Training Program. A typical Winter timeline is below:

#### ***January and February:***

- Meet with CMB Program Administrator to get Canvas access and instructions.
- Work with CMB administration to create a short course flyer specific to CMB students in the course – including Zoom links/room designations for the CMB-only discussion sessions.
- Facilitate the grouping of students in the course into presentation groups, for CMB short course introductions in CMBIOL 850, and provide instructions to groups about how the information should be presented. Work with CMB to update the CMB 850 schedule as needed.
- Propose one additional assignment for the semester, to be approved by the CMB 630 course director (usually CMB program director). Plan a time to assign this to the students and a deadline for submission. The assignment should help engage students more deeply in the subject matter presented by a guest speaker or multiple guest speakers.

#### ***Late February/Early March:***

- **Introduction Seminar** (usually 3 pm on a Tuesday)
  - o Take seminar attendance and send to CMB office

#### ***March and April***

- **4 Guest Speakers** – each hosted by a GTP student
  - o Ensure that guest speakers' articles and reading materials are posted in Canvas by HG
  - o Post discussion questions to CMB students in Canvas; collect responses and send them or print them for guest speakers before their visit.

- Check in with guest speakers to make sure someone is walking them to lunches and discussions – or that they have Zoom links for virtual sessions.

**NOON Lunch and Discussion** – CMB only – required

- Read the speaker's reading materials
- Lead a discussion of the science presented in the reading, and ensure student participation and discussion (could include calling on people to read their questions, providing prompts and calling on people to respond, etc. – format is open to the GSI's discretion)
- Lead a discussion of the guest speaker's career path and facilitate a career-related question and answer session with other students.
- Take discussion attendance for lunches and send it to CMB office.

**Seminar (typically 3 pm on same day/Tuesday)** – facilitated by Human Genetics and GTP

- Take seminar attendance and send it to CMB office.

***Late April***

- Collect assignments you designed in January and assign them letter grades
- Suggest, to the Director, a final letter grade for each CMB student based on your assignment, attendance, CMB 850 presentation, and discussion participation, one week before the last day of exams for Winter semester.

**Hours and Compensation**

This position is to be appointed at 5% effort, which equates to 2 hours/week. The hours per week is an average across the term. Because of the structure of the course, the GSI will need to put in the necessary time from week to week. An outline of duties and the general time frame of work is described above.

The GSI position provides GradCare benefits and a stipend corresponding to the 5% effort. The compensation is intended to replace part of the student's current funding so that they maintain a stipend at the PIBS stipend rate, but do not exceed it. Therefore, faculty mentors are asked to make note of the student's teaching requirement and make adjustments to hours in the lab as needed by the GSI.

The tuition and fees and remaining stipend should continue to be paid by the student's current funding source – whether that is faculty funds, a fellowship, or another type of award or appointment.

**Getting Teaching Credit for GSI**

At the end of the semester the student is a GSI, a CMB Teaching Report will be required to be completed and signed off on by the CMB 630 course instructor supervising the GSI (usually the CMB program director). This form can be found at the bottom of the [CMB Forms](#) page of the website.