

CMBIOL 630/HUMGEN 631 Winter Short Course GSI Position

This position fulfills the CMB one-term teaching requirement, contingent on course performance and submission of final teaching evaluation by CMB 630 course advisor.

Applying to GSI

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

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. 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.
- Work with GTP grad coordinator (Ashley Andrae) and program director (John Moran) to ensure that the speaker's course documents are posted in Canvas.
- 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 Help advertise the seminar at least a week in advance and the day before
 - o Take seminar attendance and send to CMB office

March and April

- **4 Guest Speakers** – each hosted by a GTP student
 - o Help advertise each seminar at least a week in advance and the day before

- Ensure that guest speakers' reading materials are posted in Canvas by HG
- Post discussion questions to CMB students in Canvas one week prior to each seminar; collect responses the day before and print them for guest speakers before their visit.
- Check in with guest speakers and HumGen to make sure someone is walking them to lunches and discussions – or that they have Zoom links for virtual sessions.

NOON Lunch Discussion – CMB only – required

- Read the speaker's reading materials
- Lead a discussion of the science presented in the reading for at least the first 30 minutes of each discussion, and ensure student participation (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). If time, lead a career discussion.
- 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 a grade of S or U
- Suggest, to the course director, a final grade for each CMB student based on your assignment, attendance, and discussion participation, one week before the last day of the final exam period.

Hours and Compensation

This position is to be appointed at 5% effort, which equates to 2 hours/week *on average*. While this is an average, the GSI will need to put in the necessary time from week to week, which may be very light some weeks and very heavy during and preceding short course seminar days. An outline of duties and the general time frame of work is described above.

Funding

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 usual PIBS stipend rate, but do not exceed it. Therefore, faculty mentors are asked to make note of the student's teaching requirement and make accommodations 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. Note, some funding types, such as RMF, cannot be partial payments, as and a result, may need to be deferred.

Getting Teaching Credit for GSI

At the end of the semester, a CMB Teaching Evaluation Report will be required to be submitted 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.