



UNIVERSITY OF ARIZONA

Graduate College

Peace Corps Coverdell Fellows

# Orientation Handbook 2017 – 2018



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## Peace Corps Coverdell Fellows AUGUST 15, 2017 ORIENTATION AGENDA

4:00 - 4:05	Registration ( <i>USB, room 214</i> )	<b>New Fellows</b>
4:05 - 4:30	Welcome and Introductions/Icebreaker	<b>Jenna Altherr Flores</b> PC Fellows Graduate Program Coordinator (Summer)
4:30 - 4:50	The UA Peace Corps Coverdell Fellows Experience	<b>Georgia Ehlers</b> PC Fellows Director
4:50 - 5:15	Expectations for UA PC Fellows	<b>Jenna Altherr Flores</b> <i>and</i> <b>Breanne Lott</b> PC Fellows Graduate Program Coordinator (2017-2018)
5:15 - 5:35	Making the Most of Your Outreach Assistantship and Becoming a Professional	<b>Georgia Ehlers</b>
5:35 - 5:40	Academia	<b>Jenna Altherr Flores</b>
5:40 - 5:50	Networking Tips	<b>Ruben Soliz</b> PC Fellows Club Communications <i>and</i> <b>Natalie Reyes</b> PC Fellows Club Outreach Coordinator
5:50 - 6:05	Financial Matters	<b>Georgia Ehlers</b>
6:05 - 7:05	Dinner/Meet A Mentor	<b>Current Fellows and Mentors</b>
7:05 - 7:10	Fellows Club – Professional Development & Social Events	<b>Joe Navelski</b> PC Fellows Club Vice-President
7:10 - 7:20	Safety and Transportation from a Veteran Fellow's Perspective	<b>Ryan Shortal</b> PC Fellows Club President
7:20 - 7:30	Campus Recruiting and Community Outreach	<b>Annalise Gardella</b> UA Peace Corps Campus Recruiter <i>and</i> <b>Natalie Reyes</b>
7:30 - 7:40	Broader Peace Corps Community	<b>Mark Holden</b> Desert Doves President
7:40 - 7:50	Making It All Work	<b>Ryan Shortal</b>
7:50 - 8:00	Wrap Up & Questions (and Group Photo)	<b>Georgia Ehlers, Jenna Altherr Flores,</b> <i>and Mentors</i>



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Peace Corps Coverdell Fellows

### **Peace Corps Paul D. Coverdell Fellows at the UA**

UA Peace Corps Paul D. Coverdell Fellows started in 2000 with 4 students. Since then, 355 students have been Fellows, providing 396,300 hours of service to underserved communities in southern Arizona. We have supported 150+ non-profits and outreach units of the UA that make a difference in education, literacy, healthy living, food security, disease prevention, economic development, return of earned-income credit to southern Arizona, and hydrological and environmental issues. Fellows carry out direct and indirect services, including program development and implementation, capacity building, research, and direct services.

#### **Paul D. Coverdell Fellows Program**

Through its collaboration with universities, community organizations, public school systems, and program funders, the Paul D. Coverdell Fellows Program advances the Peace Corps' third goal, "to help promote a better understanding of other peoples on the part of Americans."

#### **Service to an Underserved Community**

All Coverdell Fellows are required to provide service that benefits an underserved U.S. community. Service may also be provided to U.S. Territories, Commonwealths and Freely Associated States listed on the [Office of Insular Affairs](#) U.S. Department of the Interior site. These include American Samoa, Guam, N. Mariana Islands, U.S. Virgin Islands, Puerto Rico, *et al.* Other work abroad may serve for academic purposes, but does not meet the Coverdell Fellows requirement for service. It is the Fellows' responsibility to ensure that benefit occurs for an eligible underserved community.

#### **Third Goal of Peace Corps**

President Kennedy stated that the third goal of the Peace Corps is to "strengthen Americans' understanding about the world and its peoples." By sharing their Peace Corps experience and host country culture, returned and current Volunteers, as well as friends of the Peace Corps, can support the third goal commitment throughout the year and especially during Peace Corps Week.

## EXPECTATIONS FOR UA PEACE CORPS FELLOWS

FOCUS	RESPONSIBILITY
<b>ACADEMICS</b>	<ul style="list-style-type: none"> <li>- Remain continuously enrolled in a full-time course load of 9 units+ and a minimum of 6 units in the final semester on the OA</li> <li>- Be enrolled in a graduate degree-seeking program</li> <li>- Maintain a 3.0 or higher GPA each semester</li> </ul>
<b>COVERDELL GRADUATE OUTREACH ASSISTANTSHIP</b>	<ul style="list-style-type: none"> <li>- Provide service that benefits an underserved community in the U.S. or its territories</li> </ul>
<b>PROFESSIONAL DEVELOPMENT AND LEADERSHIP</b>	<ul style="list-style-type: none"> <li>- Participate in August Fellows Orientation and Outreach Assistantship Orientation.</li> <li>- Mentor a Fellow in your 2<sup>nd</sup> year.</li> <li>- Attend <b>3</b> professional development events via PC Fellow Club, U.S. Peace Corps, Career Services, UA or discipline-related event.</li> <li>- Attend at least <b>2</b> Desert Doves meetings.</li> <li>- Serve on an organization, board, or committee.</li> <li>- Meet with Coverdell Fellows Director at least twice each year.</li> <li>- Participate in End of Year Events (Outreach &amp; Research Showcase) for all Fellows on the Graduate Outreach Assistantship</li> <li>- Attend End of Year Planning &amp; Awards Ceremony Party.</li> </ul>
<b>3<sup>RD</sup> GOAL OUTREACH</b>	<ul style="list-style-type: none"> <li>- Participate in Peace Corps Fair on Feb. 20, 2018</li> <li>- Give <b>2</b> outreach talks to a K-12 class or at a recruiting information session with the campus recruiter</li> </ul>
<b>SERVICE PROJECTS</b>	<ul style="list-style-type: none"> <li>- Participate in <b>4</b> service projects each academic year</li> </ul>
<b>4<sup>TH</sup> AVENUE STREET FAIR</b>	<ul style="list-style-type: none"> <li>- Participate in <b>either</b> winter (12/8 – 12/10, 2017) or spring 4<sup>th</sup> Avenue Street Fair (3/2-3/4, 2018)</li> </ul>
<b>REPORTING</b>	<ul style="list-style-type: none"> <li>- Track and submit your hours on the last day of each month</li> <li>- Participate in the Outreach Assistantship Showcase</li> <li>- Submit a final report about your Outreach Assistantship by May commencement</li> <li>- Complete the end of year evaluation by May 15</li> </ul>
<b>FINANCIALS</b>	<ul style="list-style-type: none"> <li>- File FAFSA annually by March 1</li> <li>- Pay mandatory fees and charges not covered by Outreach Assistantship (OA)</li> <li>- Report changes that affect awards to Coverdell Office</li> <li>- Monitor UAccess account</li> </ul>

## **TO DO CHECK LIST**

### *To do TODAY:*

- ☐ Join the UA Peace Corps Fellows Facebook group (.com/groups/UAPCFellows)
- ☐ Follow us on Instagram (.com/uapcfellows).
- ☐ Join the LinkedIn Group (.com/groups/8335073)
- ☐ Link to Peace Corps Fellows Google Calendar (<https://grad.arizona.edu/peacecorps/calendar>)
- ☐ Sign up for a time to meet with Georgia (google doc)

### *For the Outreach Assistantship Orientation:*

- ☐ Bring business cards if you have them, your calendar to set meeting times, and questions
- ☐ Network!
- ☐ Make plans with your outreach assistantship agency

### *For the Potluck:*

- ☐ Bring food, eat, be merry. Family and friends are most welcome. Be thinking about your central Peace Corps story to share.

### *To do in the next week:*

- ☐ Watch for important dates on the Google Calendar and in the weekly newsletter
- ☐ Submit your signed DOS if not yet done
- ☐ Sign up for the Graduate Assistant deferral payment plan
- ☐ Sign up for web refund and direct deposit on UAccess
- ☐ Sign up for student health insurance

### *To do in the next month:*

- ☐ Submit your position description with contact information to the Fellows' office.
- ☐ Submit Federal Work Study by December 14<sup>th</sup>, 2017 to Financial Aid (Melva Gutierrez, [romerom@email.arizona.edu](mailto:romerom@email.arizona.edu)). Note: once federal funds are gone, they're gone so the earlier you submit this form the better.

### *To do in 1-6 weeks:*

- ☐ Meet with Georgia at your scheduled time.
- ☐ Set your goals/objectives for the semester and year
- ☐ Get to know other Fellows and Tucson. Talk to your academic advisor. Talk to your mentor.

### *To do end of fall/spring semester:*

- ☐ Submit personal evaluations & supervisor evaluations in Dec/May. Submit exit interview at graduation.
- ☐ Notify the Fellows office of any changes in funding for the upcoming semester

### *To do during 2017-2018 school year:*

- ☐ Participate in at least 4 service projects (August 26 is the first event!)
- ☐ Participate in at least 3 professional development events

- ☐ Participate in at least 2 outreach events or sessions (See campus recruiters and Fellows' outreach officer)
- ☐ Participate in at least one 4<sup>th</sup> Ave Street Fair Event (winter or spring) - sign up through Desert Doves
- ☐ Join a Peace Corps Week Committee & participate in Peace Corps Week
- ☐ Prepare a poster or presentation about your outreach assistantship or research that benefits an underserved community, and present at the spring outreach showcase
- ☐ Attend the end-of-year awards ceremony and business meeting
- ☐ Attend at least two Desert Doves meetings (3<sup>rd</sup> Saturday, 6-8 p.m., Sept./Nov./Jan./Mar./May)
- ☐ Sign up for National Peace Corps Association (free) and/or Desert Doves (\$15.00)
- ☐ Register for U.S. Peace Corps 3<sup>rd</sup> Goal to receive your community outreach packet
- ☐ Update your contact information on the U.S. Peace Corps site

*To Do Financials:*

- ☐ Monitor your Financial Aid tab & Bursar's Account in UAccess periodically
- ☐ Notify the Graduate College, Fellows office, Financial Aid and your graduate coordinator of any change that affects your financial standing
- ☐ Sign your Fellows OA offer letter and return it promptly to the Graduate College Senior Business Officer. If not in the UA employment system, present credentials.
- ☐ Accept Federal Work Study by Financial Aid deadline (see your offer letter in UAccess – usually ~ September 30) or request an extension by contacting Melva Gutierrez ([romerom@email.arizona.edu](mailto:romerom@email.arizona.edu)).
- ☐ Sign up for Web Refund Enrollment in UAccess for scholarships/loans to be directly deposited, and Direct Deposit in HR to have assistantship stipend directly deposited
- ☐ Submit immunization records to the Health Center and Enroll for Student Health Insurance by the deadline
- ☐ Register for classes

# REPORTING COVERDELL FELLOWS HOURS 2017-2018 IN BOX

**Box hours need to be submitted into the Box folder by the last day of the month.**

Instructions:

1. Login to Box (box.arizona.edu) and open the shared "PC Fellows 2017-18" folder.
2. Find and click on your individual folder.
3. Click the link with the Excel file for reporting your hours.
4. Click "download" at the top of the screen.
5. Open and save the document without changing the file name. (*Note*: if "Copy of" appears before the original file name when you try to save the file, please delete only those two words and click "save"). The saved file name should read as follows:  
**AltherrFlores\_Jenna\_PCFellowsHours\_2017\_18** (except with your name).
6. At the tabbed bottom portion of the Excel spreadsheet, click on the reporting month.
7. Type **numbers only** into the calendar portion for each day that you completed hours. Do nothing else in this part. The hours will total automatically.
8. At the bottom of the page, you may enter any notes that you have. This is the only portion of the form where you will write words/sentences about your activities.
9. You may click "TOTAL" in the bottom tab if you want to see your total hours added up by the system. DO NOT type or change anything on this screen. **It is only for viewing.**
10. Once you are finished, save the document. DO NOT change the file name.
11. Once saved, upload the file back into your box folder by clicking the red "Upload" button on the top left. The old file will automatically be replaced with the new one.
12. Great job, you are all done! No need to share the file, we can automatically see it.

## NOTE:

It may be helpful to add your hours regularly throughout the month. This way you are not stressed by entering all of your hours at the end of the month. To do this, save your spreadsheet each time you add something new and simply upload the latest version to your Box folder.

## **NEVER change the file name!**

Never upload "Lastname\_Firstname\_PCFellowshours\_2017\_18\_**new**" or "Lastname\_Firstname\_PCFellowshours\_2017\_18(**1**)" or anything of the sort! We can't stress it enough! Always keep the file as "Lastname\_Firstname\_PCFellowshours\_2017\_18"

## Reporting Categories

- **Outreach Assistantship** = All hours spent at your host organization, doing any related Outreach Assistantship work (including trainings and orientations), as well as some Coverdell Fellows hours like orientations and Outreach Showcase.
- **3<sup>rd</sup> Goal Outreach** = Talks about Peace Corps to K-12 schools, community groups, university classes or assisting the campus recruiter, as well as Peace Corps Fair.
- **Service** = Collective service projects with your fellow Fellows. Choose at least 4 that work with your schedule. Contact us if you would like to propose alternative service.
- **Professional Development (PD)** = PD workshops hosted by the Fellows Club, conferences attended for your discipline – especially where you present a poster or give a talk, specific developmental opportunities that expand your career options. Doesn't include coursework.
- **Leadership** = Time spent starting up organizations, leadership of student clubs or conferences, serving on boards in the community, serving as an officer for the Desert Doves, etc.



## **PEACE CORPS FAIR**

Every year, Peace Corps Week serves as a national holiday that reminds us all what service is all about and provides an opportunity to recommit to service locally and nationally. It is centered around the anniversary of when Peace Corps was established by President Kennedy. Here at UA, our biggest Peace Corps Week event is our Peace Corps Fair. In fact, this is our biggest event of the year. With hundreds of participants from all over campus and from our greater community, the Fair provides a platform for Returned Peace Corps Volunteers to share their service.

All Coverdell Fellows are expected to participate in the Peace Corps Fair. Mark your calendars now:

**Tuesday February 20<sup>th</sup>, 2018**  
**11am – 3pm**

We usually designate a theme to make the event more engaging and interactive, like setting up a market for participants to walk through, or simulating a Peace Corps-style bus ride, or building replica housing from various countries of service. We like to get creative and really take 3<sup>rd</sup> goal to the next level. Attendees vote on their favorite exhibits and there is an awards event to follow.

New this year, the Graduate College has agreed to fund Fellows who are interested in taking on more of a leadership role during the planning process. Georgia and Breanne will announce the positions during the Fall semester and will subsequently assemble a team or Peace Corps Fair committee. Be thinking about your availability and interest.

## **OUTREACH SHOWCASE**

Similar to the way that the Peace Corps Fair highlights the contributions of Peace Corps Volunteers during their time overseas, the Fellows Outreach Showcase is an opportunity to highlight the work of our students locally in Tucson. Coverdell Fellows are charged with providing benefit to an underserved community. This event brings attention to the individual and collective impact of UA Coverdell Fellows collaborating with our community and academic partners.

Learn through posters and presentations about the Outreach Assistantships that Fellows have been completing throughout the school year. All agencies are also invited to attend and awards are given. This can be a great time for Fellows to scope out organizations and projects for Assistantships in future years. A reception will immediately follow the poster & presentation session. All poster printing fees are covered.

As Fellows, your requirements with regard to the Showcase are as follows:

- 12/1/2017- Submit a preliminary abstract (only 1 paragraph) to Box summarizing what you will present about at the Showcase
- 1/26/2018 Submit a final abstract (200 words), select the “outreach” or “research” category
- 2/3/2018- Fellows Club hosts a Professional Development workshop on creating posters
- 3/12/2018- Submit final poster design
- 3/23/2018- All Fellows attend the Showcase (time and location TBD)

# ANNUAL REPORT 2016-2017

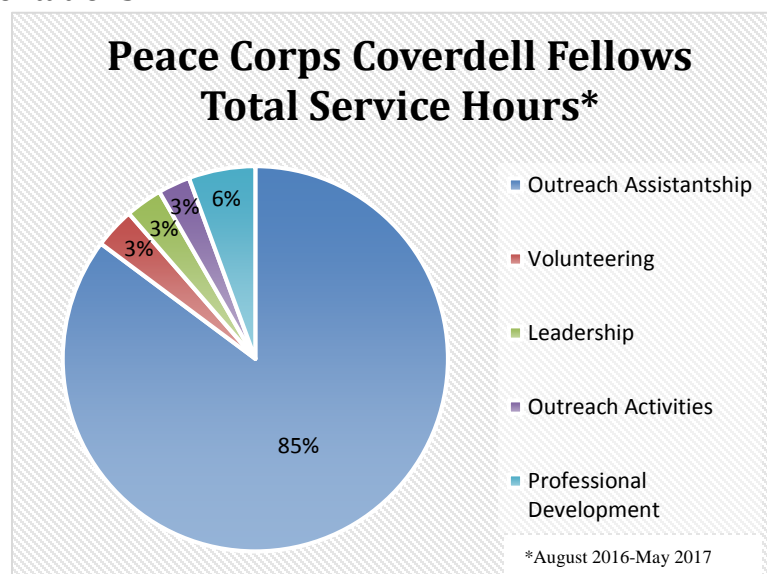
Throughout Peace Corps Week and the academic year, Peace Corps Coverdell Fellows engage undergraduate and graduate students, faculty, staff, and community members working to share their academic and Peace Corps experience and to make an impact.

## School, Community, and Department Presentations

Eight Returned Peace Corps Volunteers (RPCVs) gave presentations sharing their experience living and working abroad in 28 UA classrooms, reaching 1000+ students. Fellows also spoke in K-12 classrooms and participated in youth-focused events, including Science City and Girl Scout World Thinking Day.

## Service in Southern Arizona 2016-17

This year, 58 UA Peace Corps Coverdell Fellows provided more than 33,186.5 hours of service benefitting an underserved community. Fellows provided more than 28,269 hours through their Graduate Outreach Assistantships and volunteer time at 45 organizations including UA outreach programs. Fellows organized, raised funds for, and participated in 8 service projects providing more than 1,148.5 hours of volunteer time. Additionally, Fellows served in leadership roles locally and nationally, organizing conferences and events, serving on committees and boards, providing more than 1012.5 hours. Fellows also spent over 897 hours doing outreach activities, fulfilling the third goal of Peace Corps of sharing their Peace Corps experience with Americans. Lastly, the Fellows participated in over 1,859.5 hours of professional development. The value of a volunteer hour in Arizona in 2016 is \$23.57 (The Independent Sector); thus, the estimated economic value of the outreach, internships, service projects, professional development, and leadership on the state of Arizona this year can be valued at \$782,205.81.



## The Peace Corps Fair by the Numbers

Number	Participation
418	Total attendance at Peace Corps Fair
160	RPCV, UA and community exhibitors
67	Peace Corps country exhibits
31	Community partner exhibits
16	UA academic exhibitors

The Afrikana Group, *Barbea Williams Dance Company*, a local dance company directed by UA faculty member Barbea Williams, provided dance instruction, followed by a performance and dance instruction by Grupo Folklorico Miztontli, a UA student club.

Advertising took place through UA media, social media, radio, news print advertising, class talks, information sessions, and tabling on the UA mall.

**Comments from RPCV Fair exhibitors:**

"Giving Peace Corps people a 'reunion' and a chance to share their experiences is great."

"A student asked me if I was scared for my safety as an HIV Outreach Specialist working with people living with HIV/AIDS. It made me realize the importance of Goal 3 (to share what we learned abroad with Americans) and the misconceptions that exist within Americans."

"I had some great conversations with prospective Peace Corps Volunteers."

"I love the interesting exhibits and opportunities to connect with non-profits. The dancing was excellent this year."

"I really enjoyed the performances and dance lessons at the Fair. These were a lot of fun for everyone!"

"We love this event! Great job, as always!"

## THE ELEVATOR SPEECH

An elevator speech is a short description of ***who you are and what you do*** that you can give in the time it takes an elevator to go from one floor to another. Having prepared your elevator speech ahead of time can make networking much easier and make you feel more confident as you know what you are going to say before you approach someone. It's important, though, to practice your elevator speech enough so it sounds natural and not memorized. The more you practice and use your elevator speech the more natural it will become.

A one-minute elevator speech can include the following:

- Name and where you are from
- Where you got your undergraduate degree and what your major was
- Where you served in Peace Corps and what you did
- What you are studying and your research interests
- Organizations you are involved in
- A fun/memorable fact about yourself

Since your elevator speech is all about you, it's important for you to decide what information about yourself to include. It's your time to highlight what makes you so great. Remember, you can also adapt the elevator speech to different situations (i.e. tonight, it may not be as relevant to explain what the PC Fellows program is in your speech since you will be talking with people who are involved in that program, but at another event you would need to explain it more.)

Here are some helpful reminders for successful networking:

### **Do**

- Shake hands firmly.
- Make eye contact.
- Use the person's name.
- Respect personal space.
- Be confident, friendly, and enthusiastic.
- Ask thoughtful questions. If you know something about a professor's research, or agency project, ask about it!
- Follow up with people after the event.

### **Don't**

- Wait to be introduced by someone else. Introduce yourself first.
- Sit in the corner eating or talking with a friend the whole time.
- Be nervous. Networking is hard for everyone, but it's worth it.
- Monopolize a person's time. You should talk to as many people as possible.

### **Ways to keep expanding your academic network after today...**

- Get to know your advisor and 2-3 other professors well
- Join professional associations
- Attend and present at conferences
- Participate in online lists and discussion groups
- Volunteer to serve on committees



**Preparing your Elevator Speech**

Know your audience – Target your speech

Know Yourself – Key strengths, adjectives

Outline your talk – See example questions listed below

Finalize your Speech – all in 90 words and 30 seconds or less

**Outline your talk**

Who am I?

What do I offer?

What problem is solved?

What are the contributions I can make?

**CREATE YOUR OWN ELEVATOR SPEECH**

I am

I do

I want

I need

## FINANCIAL MATTERS

Fellows are responsible for fees, departmental tuition, differential tuition, parking passes, and living expenses. Other assistantships, scholarships, and aid may be combined with Fellows' funding.

### **I have a Graduate Assistantship (GA) with the Fellows, and my department wants to hire me for more hours. How can that happen?**

The only way to pay any additional payroll to a GA is either by supplemental compensation or an additional GA position, not to exceed the limit.

A GA is considered an "exempt" position. Once you are on an assistantship additional paid hours must be through other "exempt" funding. Exempt in this case means you are not paid by the hour and cannot accrue overtime or comp time for additional hours worked. Supplemental compensation is considered "exempt." Student Wage positions are considered "non-exempt." GAs cannot be paid for additional hours via regular student wages.

### **How does Federal Work Study work?**

While on an assistantship, a Fellow may utilize Federal Work Study (FWS) if awarded to you at a non-UA site only. The organization must meet the FWS eligibility requirements and must have a contract with the UA through Student Financial Aid. Work Study must be accepted by the due date in your offer in UAccess by December 14<sup>th</sup>, 2017. Melva Gutierrez ([romerom@email.arizona.edu](mailto:romerom@email.arizona.edu)) is the contact if you need to request additional time or have questions. A non-UA agency with the contract may hire you, set a wage (at least minimum wage), and submits your hours and invoices monthly. The agency is reimbursed half of the amount paid to you up to half of the amount of Work Study awarded to you. You may apply for additional work study for summer in the spring. <https://financialaid.arizona.edu/types-aid/work-study/federal-work-study>

### **Can I serve in an AmeriCorps position while on an assistantship?**

While on an assistantship, a Fellow may not hold an AmeriCorps position funded through the UA AmeriCorps grant, the UA Wildcat Job Corps. This grant funds some sites off-campus and they are also included in this exclusion. The Fellow may hold an AmeriCorps or VISTA position if the grantee is not the UA or one of its AmeriCorps partners.

### **I am an employee of the University system, what are my options?**

If you are an employee within the University system (ASU, NAU, UA), you qualify for Qualified Tuition Reduction (QTR). This will reduce tuition charges to \$25.00 semester, though the reduced tuition is subject to taxation. You may elect to use a GAship or QTR, but not both. Current UA staff/faculty cannot concurrently hold a GA position. Those employed by ASU or NAU can hold both positions.

**Do I have to accept my loans! Yikes!**

You do not have to accept any or all of the loans offered to you. If you wish to reduce the amount you accept, you may amend the amount when you accept your loans in UAccess. If you want to decline all your loans, you must contact the Office of Scholarships and Financial Aid (OSFA) and let them know you wish to decline them. Email them at [askaid@email.arizona.edu](mailto:askaid@email.arizona.edu). Be conservative in what you accept. You can always submit a reevaluation if you find you need additional help later in the year.

**What do I really owe? My Bursar's bill is huge!**

Unless funded by your department or another scholarship, you will need to pay your mandatory fees and any additional tuition charged by your department (Eller, Public Administration, MEZCOPH, CAPLA, Information Science, Fine Arts/Photography supplies etc.) If you charge books, food, lodging to your Bursar's account, the Fellows' award does not cover it, and you will need to pay for those miscellaneous items.

**2 Tips for Making Payments**

Is there a payment plan? Yes, there are two payment plans, one through the Bursar and one for graduate assistants only through the Graduate College. You will want to sign up for the plan managed by the Graduate College, which has no additional fees. Here is the link to the form: You need to sign up by (date).

You can pay the Bursar directly with a check at their bank located in the University and they will not charge the extra fee charged in you pay by credit card.

**Where is my funding?**

If you see nothing packaged in your account make sure that you:

- Have matriculated (accepted your academic offer) at the UA
- Have submitted your immunization records to the Health Center
- Have registered for at least 6 units (an assistantship requirement)
- Submitted your contract to Rachel

Remember, loans and scholarships will be posted in your UAccess Student Center account. Your contract for your assistantship and your stipend, W-2 etc. will be found under Administrative Systems/Employee/Manager Self Service under Contracts.

**2 Tips for Receiving Funding**

1. Sign up for Web Refund Enrollment in UAccess: Students: Student Center for any disbursements you may receive from Student Financial Aid. Web Refund Enrollment is for any cash scholarships or refunds administered by Student Financial Aid.
2. For your grad assistantship stipend, you need to sign up for Direct Deposit in UAccess under Administrative Systems: Employee/Manager Self Service.

**I am on AHCCSS. Should I take the UA student health insurance?**

Your assistantship covers you individual student health insurance as long as you sign up for it by the due date. You need to compare policies and consider your health situation. You may look at the policies differences online or call a representative. Consider key issues for your situation. Please do have some coverage, especially for catastrophic events or any chronic health issues you may have. AHCCSS recently opened up enrollment for children for the first time in six years, in Arizona. AHCCSS is Arizona's form of Medicaid.

**My income has significantly changed since I filed the FAFSA, what should I do?**

File the Student Resource (Income) Re-Evaluation form if you quit your job after you filed the FAFSA. File the Cost of Attendance (Budget) Evaluation form if your award notification does not appear to meet your expenses.

**What about the student loans I currently have?**

You can apply for a Graduate Fellowship Deferment on any outstanding student loans. Don't take out more loans that you really need during school. Stay on budget! Finish on time!

**What about residency?**

Residency may be applied for after 12 months in Arizona. You must apply through the [UA Registrar's Residency Office](#).

Anyone married with a working spouse, home owners, folks who moved to AZ early and worked, or previous AZ residents are especially good candidates for residency. Check with other Fellows who gained residency. Verify your residency if you are a former Arizona resident. You may have to appeal even if you never changed residency while in Peace Corps.

*Jump start the intent to establish residency now:*

- [Register to vote](#)
- Register your car and get an Arizona [driver's license](#)
- Get a [Pima County Library Card](#)
- Change your bank account state of record to Arizona
- Put utilities/bills/lease in your name

**WICHE WRGP**

If you are a student from the Western States consortium, you may qualify for tuition remission from the [WICHE WRGP](#) program. Apply through your department. You must apply before you begin your course of study. Public Health students should investigate this option.

**What other financial aid obligations do I have?**

File the FAFSA in before March 1 **every year** you will be in graduate school. You can send questions to [askaid@email.arizona.edu](mailto:askaid@email.arizona.edu) or visit the office on the 2<sup>nd</sup> floor of the Administration Building. Our Federal Work Study contact is Melva Gutierrez; you can contact her at [romerom@email.arizona.edu](mailto:romerom@email.arizona.edu). The deadline to secure Work Study with an agency is December 14<sup>th</sup>, 2017. Paperwork with the agency must be completed by this date in order to receive Federal Work Study.



# GRADUATE ASSISTANT MANUAL (FUNDING EXCERPT)

*Graduate assistantship include teaching, research, and outreach assistantships.*

## SUPPLEMENTAL COMPENSATION

### The Basics

- Additional compensation for GAs, from any source, must be processed using the **Supplemental Compensation for Graduate Assistants/Associates Form** (link is external) ("sup comp").
- Only students concurrently appointed as a GA, or a GA for the proceeding spring semester if processing for summer compensation, can be compensated via the sup comp form.
- A GA may not receive supplemental compensation past the end of their appointment if they have graduated the previous semester.
- A continuing GA must be hired on sup comp during the summer months to maintain their exempt employment status and associated benefits.

### Compensation Limits

Because it is recommended that Graduate Assistants/Associates be limited to working **no more than 26.4 hours per week** total compensation while classes are in session (.66 FTE), including the GA position and any additional on-campus position to prevent them from becoming eligible for employee health benefits under the Affordable Care Act (ACA), **eligible sup comp hours** should be calculated as the **difference between .66 FTE (26.4 hours) and the GA FTE**. For example, if the GA is on a .50 FTE (20 hours per week) then the GA may receive sup comp of 6.4 hours per week. *Colleges/departments may set lower maximum limits.*

Class break periods allow some additional hours and F-1/J-1 visa restrictions no longer apply.

- **Winter Break (12/15/17 – 01/09/18)**
  - Students graduating in December with a terminal degree cannot continue in **any** student positions after graduation. Those individuals that are interested in continued employment would need to be hired into faculty, staff, or post-doc positions.
  - School is not in session but students are still being paid for their GA appointments. Students may be compensated up to the difference between .875 (35 hours) and the GA FTE. Students should not be working and cannot be compensated for Wednesday December 27 through Friday December 29, 2017 (official University holidays). GAs on academic appointments are not required to put in hours during the break. Any hours worked must be paid via supplemental compensation. If you have any questions, please contact Julie Treanor at 621-5193 or [treanorj@email.arizona.edu](mailto:treanorj@email.arizona.edu) (link sends e-mail) for additional assistance.
- **Summer Break (05/11/17 – 08/19/17)**
  - Students graduating in May with a terminal degree cannot continue in **any** student positions after graduation. Those individuals that are interested in continued employment would need to be hired into faculty, staff, or post-doc positions.

- Students completing their terminal degrees in August can be paid via supplemental compensation **if** they have not had more than 10 weeks at 20 hours without enrollment. Check GA eligibility at UAccess Analytics> Dashboards> Business Managers Home Page> Retirement Eligibility.
- It is recommended GAs on supplemental compensation be limited to no more than 35 hours per week total compensation in the summer.
- GAs receiving summer supplemental compensation that will continue as GAs for fall 2017 should be enrolled for 6 graduate units. Students not continuing as GAs or in any other student employment position for fall 2018 should be enrolled for full time before summer hours begin (refer to full time enrollment policy at <http://catalog.arizona.edu/> (**link is external**)). Please be aware those students that are not pre-enrolled for fall 2018 and working at least 20 hours per week will accumulate weeks toward Arizona State Retirement eligibility.
- Departments should ask GAs about plans to teach for Summer Session BEFORE submitting summer supplemental compensation forms in order to avoid potential excess of allowable FTE.
- Continuing fiscal GAs may be compensated up to the difference between .875 (35 hours) and the GA FTE. Students should not be working and cannot be compensated for Monday, May 28 (Memorial Day observed) or Tuesday, July 4 (Independence Day observed).

### **Enrollment Requirements**

GAs on supplemental compensation are not normally required to enroll during winter or summer session to maintain eligibility. GAs planning to complete their degrees during winter or summer while still earning supplemental compensation will need to work with their department to determine eligibility. Continuing students that do not have to enroll will have FICA taxes withheld from their paychecks.

### **Calculating Tuition & Expenses**

The Bursar's Office provides a tuition and fees calculator that can help students better plan their expected costs: <http://bursar.arizona.edu/students/fees>

## UAccess Tips

How to give permission for Financial Aid to pay any charges on your account, and how to sign up for direct deposit of your remaining scholarship or loan monies in UAccess Student.

1. Sign in to [UAccess](#) with your NetID and password.
2. Click on “Financial Aid Authorization” in the “Finances” section.
3. Choose “Account Services” from the top section of the new page you are taken to.
4. Choose “student permission.”
5. Give permission to the university to allow Financial Aid to pay any current charge on your UA Student Bursar Account.
6. Click on “Web Refund Enrollment” in the top bar.
7. Enter your account type, account number, and routing number.

Why should you do these things? When you give Financial Aid permission to pay your charges, then your scholarship monies and/or loan monies are sent directly to the Bursar’s Office. Please review the [Bursar’s Office](#) webpage. Additionally, getting the web refund/direct deposit is much safer than having the remainder of your loans or scholarships (if you have any) mailed to you as a check (mail can be lost or stolen) after your remaining tuition and fees have been paid. Please note that all tuition and fees must be paid by the first day of classes!

**UAccess STUDENT**

SLAT 534-001 LEC (65042)	TuTh 2:00PM - 3:15PM Biol Sci East, Rm 314		
SLAT 589-001 LEC (55790)	We 3:30PM - 6:00PM Modern Languages, Rm 412		
SLAT 613-001 LEC (53206)	Mo 3:00PM - 5:30PM Phys-Atmos Sci, Rm 416		

[weekly schedule](#) [enrollment shopping cart](#)

**FINANCES**

**My Account**  
[Account Inquiry](#)  
[Student Health Insurance](#)  
[Enroll/Cancel Coverage](#)  
[View Eligibility and Fees](#)  
**Financial Aid**  
[Financial Aid Authorization](#) (highlighted with red arrow)  
[My Financial Aid Status](#)  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

**Graduate College**  
[GA Hire Information](#)  
other financial... [go to quickpay](#)

**Account Summary**

You owe **509.91**.

Due Now	509.91
Future Due	0.00

Currency used is US Dollar.

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)  
other personal... [Contact Information](#)

**Contact Information**

Permanent Address	Mailing Address
[Redacted]	
Cell Phone	UA Official Email jaltherr@email.arizona.edu

**Enrollment Dates**

**Shopping Cart Appointment**  
Your Shopping Cart for the Fall 2014 Regular Academic Session session is available for use beginning March 3, 2014 @ 6:00AM

**Enrollment Appointment**  
You may begin enrolling for the Fall 2014 Regular Academic Session session on March 31, 2014 @ 6:00AM

**Advisor(s)**  
None Assigned

**Helpful Links**  
[Help](#)  
[Getting Started Guide](#)  
[View & Search Textbooks](#)

**Administrative Links**  
[Current Students](#)  
[Future Students](#)

**Academic Advising**  
[Undergraduate](#)  
[Graduate](#)

**UA Guest Center**  
[Guest Manager](#)

**New Students**  
[Next Steps Center](#)

Steps 1 and 2.

**UAccess STUDENT**

Jenna Altherr Flores go to ...

[Account Inquiry](#)
[Account Services](#)
[Billing](#)
[Insurance](#)
[Web Refund Enrollment](#)
[1098T Forms](#)

[enroll in payment plan](#)
[student permission](#)

### Student Permissions

Below is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link

Permission Form	Description
FIN AID	I agree to allow financial aid to pay any current charge on my UA Student Bursar Account.

[Display Student Agreement](#)

[Account Inquiry](#)
[Account Services](#)
[Billing](#)
[Insurance](#)
[Web Refund Enrollment](#)
[1098t Forms](#)

[Enroll In Payment Plan](#)
[Student Permission](#)

go to ...

Steps 3, 4, and 5.

**UAccess STUDENT**

Jenna Altherr Flores go to ...

[Account Inquiry](#)
[Account Services](#)
[Billing](#)
[Insurance](#)
[Web Refund Enrollment](#)
[1098T Forms](#)

### Web Refund Enrollment

You are enrolled for Direct Deposit refunds. Click cancel to disenroll.

\*Account Type Checking

\*Account Number

\*Confirm Account Number

\*Routing/ABA Number

[CANCEL](#)

[Account Inquiry](#)
[Account Services](#)
[Billing](#)
[Insurance](#)
[Web Refund Enrollment](#)
[1098t Forms](#)

go to ...

Steps 6 and 7.

## FINANCIAL RESOURCES FOR GRADUATE STUDENTS

### **Bursar's Office**

[Form 1098-T](#) / IRS tax trails/IRS, tuition and fees calculator, banking, bankcard, identity theft prevention, *et al.*

### **[Career Services](#)**

Career web resources including job outlook, occupational information, salary information, NACE salary calculator etc.

### **Financial Services Office (FSO) – Tax Services**

[Tax Information for International Students](#)  
[Scholarship, Compensation and Expenses](#)

### **Global Initiatives – [Tax prep software](#) for international students**

Information for international students on tax information, GLACIER Tax Prep software, resources for tax assistance, tax withholding at UA, ITIN, SSN and other UA resources.

### **[Graduate College Funding website](#)**

Information and links to costs, financial aid, employment, external funding and proposal writing databases and resources, UA scholarships, and GradFunding services (newsletter and application support programs).

**[Human Resources](#)** – Resources for employees of the University, including graduate assistants, student employees, and postdocs

### **Peace Corps Coverdell Fellows Moving to Tucson Guide**

The [“Moving to Tucson”](#) guide for Peace Corps Fellows is chock full of advice on living well inexpensively.

### **Scholarships and Financial Aid/OSFA – [Graduate pages](#)**

Includes information on cost planning, types of aid, managing aid, and Federal Direct Loans.

### **[Exit Counseling](#)**

Tools for students who have borrowed loans, leave school or drop below half-time: repayment options, loan forgiveness, loan consolidation, loan locator etc.

### **Scholarships and Financial Aid/OSFA - [Tax Information](#)**

Explains the 1098-T, Lifetime Learning Credit, overview of tax credits, deductions, and tuition savings plans when scholarships can be taxable, help filing taxes, IRS data retrieval tool, IRS tax return transcript and more.

### **[UAccess](#)**

Grad Assistants, AmeriCorps members sign up for direct deposit for wages and paperless advice. W-2's and paycheck stubs are found online in your UAccess employee account. (Scholarship and financial aid is found in your Student “Financial Aid” tab in your UAccess account. Sign up for direct deposit for scholarships in your financial aid account.)

### **GPSC Orientation “[External Funding Resources for Graduate Students](#)”**

Grants presentation is posted on GPSC GO website. It looks at how the university funds and graduate student funding operates. There is advice on how much student debt to take out, internal and external funding opportunities and more.

### **CALS – [Family Economics and Financial Education FEFE](#)**

Although designed as a K-12 curriculum, there is plenty of advanced information helpful to university students.

### **[Student Club – Credit-Wise Cats](#)**

The Credit-Wise Cats provide personal financial education to college students and students in grades K-12 in the greater Tucson community. Trained by the Take Charge America Institute, they provide money management workshops that focus on spending plans, saving, credit cards and credit reports through a [Family Economics and Financial Education](#) curriculum. They also provide interactive personal finance workshops to community organizations and businesses.

### **[The UA Free Personal Finance Site](#)**

This site includes a free online personal finance course, budgeting, compound interest, investing, student loans, home buying, careers/skills and education, used cars, working after childbirth, NOLO, Bankruptcy, and Future Wealth Calculator.

### **Off Campus Resources**

#### **IRS**

Topic 421 – [Scholarship and Fellowship Grants](#)

Publication 970 – [Tax Benefits for Education](#)

**Financial Aid - [Taxability of Scholarships](#)**

### **[United Way of Tucson and Southern Arizona VITA Tax Program](#)**

Free tax preparation at 22 sites in Pima County.

**Your local bank or credit union may provide** personal assistance regarding reducing credit card rates, online tools, and learning how to obtain credit report information.

Monitor your accounts, create a budget, and plan ahead.

Note: The University of Arizona does not provide tax advice. The web site information is provided as a service, but it is your responsibility to determine your tax liability.

## GRANT AND SCHOLARSHIP RESOURCES

### Fellowships and Scholarships

- [Foreign Language and Area Studies](#) Program - FLAS
  - Funding for studying foreign languages in the U.S. and abroad
- [Fulbright](#) IIE
  - Funds research overseas. Contact Emily Kotay (RPCV) for Fulbright info at the Honors College – [emkotay@email.arizona.edu](mailto:emkotay@email.arizona.edu)
- [Honors College](#) list of graduate fellowships
  - Includes links to information about Fulbright IIE and many more
- [NSF Graduate Research Fellowship](#) Program
  - Graduate research in the sciences. Register for UA Grad College support.
- [Presidential Management Fellows](#) Program (PMF)
  - Apply in the year you will graduate.
- [Study Abroad Scholarships](#)
  - Some graduate opportunities for studying abroad.
- [TEACH](#) Grant
  - Funding for students who agree to teach in a school serving low-income populations
- UA scholarships and opportunities include AHEC, Tinker, GPSC Travel and Research Awards, Student Showcase and many other departmental and college awards. Keep an eye on College scholarship opportunities and announcements.

### Searchable Funding Databases

- UA Searchable Database Subscriptions
  - [Pivot](#)
  - [GrantForward](#)
  - Register as a UA researcher/affiliate free and sign up for alert services.
- [UCLA Graduate & Postdoctoral Extramural Support](#) (GRAPES) Database
  - Funding opportunities for graduate students in all fields.
- [UA Scholarship Universe](#)

### Graduate College Grad Funding Newsletter and Support Programs

- Sign up for [funding opportunities](#) for graduate students, advice and support programs
- This [newsletter](#) is written by Fellows alumna Shelley Hawthorne Smith; she works for the Office of Fellowships and Community Engagement.

## LOOKING AHEAD AFTER GRADUATE SCHOOL

### Noncompetitive Eligibility

For recently returned RPCVs, your noncompetitive eligibility (NCE) status to apply for federal jobs may, at the hiring agency's prerogative, may be extended up to three years from the date of your close of service if you are a full-time student. Some Fellows have been hired for their Fellows' internships with this eligibility!

Please begin thinking about this option many months before you plan to graduate; it can take quite a bit of time to go through the hiring process, and it is very unfortunate if your NCE runs out.

Noncompetitive eligibility can be extended by the hiring agency (not the Peace Corps) for up to two years beyond the initial one-year eligibility period (a maximum of three years from your COS date).

It can be extended for three reasons:

- If, after Peace Corps service, you entered the military.
- **If, after Peace Corps service, you became a full-time student at an accredited institution of higher learning.**
- If, after Peace Corps service, you engaged in another activity that the hiring agency believes warrants an extension.

Generally, the U.S. Office of Personnel Management has indicated to federal agencies that it is appropriate to extend a candidate's NCE if he or she is gaining work experience that is relevant to the position being filled and that is expected to enhance the candidate's performance and value to the agency.

### Peace Corps Returned Volunteer Services

RVS assists with employment and education resources, staying connected with other RPCVs, Third Goal activities, and Peace Corps Response. Webinars and regional services are available. Practice interviewing and run your resume by them.

### University of Arizona Career Services

Career Services is located in the Student Union on the fourth floor and provides a variety of services: information by field, internship information, job search tools and strategies, online resources, help with interview preparation, resume and cover letter help, career counseling, seminars; the **Wildcat Job Link** includes job listings.



## HEALTH & SAFETY TIPS

**Welcome to the Sonoran Desert!** It is a unique environment, and we want you to have a happy, healthy year. Without wishing to terrorize you, please be aware of several categories of local hazards. You've survived malaria, guinea worm, parasites, chicken buses, and dirty water. You can deal with Arizona, too. But please carry health insurance, and if something needs attention, please visit a doctor.

### Climate

**Sun/heat** – The sun is intense here, and the skin cancer rate is high. A hat, sun protective clothing, sunscreen, and hydration are necessary. Please stay hydrated regularly – especially when hiking or engaged in physical exercise! If hiking, take a buddy and let someone know your planned trail.

**Haboobs** – These giant rolling dust storms occur mostly during the spring. If caught in one while traveling towards or away from Phoenix on I-10 near Picacho Peak, pull as far off the road to the right as you can and turn your lights OFF. Turning your lights off prevents a vehicle approaching from the rear from thinking that you are moving, following your “path,” and then inadvertently plowing into your parked car.

**Monsoons** – Monsoon season is from mid-June through August. Unexpected thunderstorms can create a raging river in your street and in the dry washes (aka rivers) that thread throughout the metropolitan area. Additionally, rain in the mountains will pour down into the rivers in the city. Do not drive into standing water, and do not enter any of the raging washes for what looks like it might be fun (e.g. canoeing or swimming).

### Animals

The easiest way to learn about desert wildlife is to visit the Arizona-Sonora Desert Museum and talk to the docents. When hiking, be sure to watch where you put your hands and feet. Many critters are exotic and interesting, and a few are worthy of great respect. The important critters to avoid are venomous snakes, scorpions, mosquitoes, Africanized bees, and javalinas. Please be aware that coyotes and javalinas do live in the washes in the city; we recommended keep an eye out for them on early morning and evening runs.

### Vegetation

Most cacti have very tiny prickles. Be careful to not touch or fall on cacti. A comb and tweezers are handy additions to your first aid kit. The Tucson Backyard Gardeners Facebook group, and the Cooperative Extension are great resources for learning more about cacti.

### Diseases

Coccidioidomycosis, a.k.a. “Valley Fever” is an endemic fungal disease that can affect some people who live in this desert area. For more information please peruse various UA, county health, and other websites, or ask your doctor.

### Driving, Biking and Tucson Traffic

Arizona is characterized by high speed limits, potholes in the road, streetcar tracks, U-turn options, unconventional left-turn signals (leading/lagging), and dark skies. The large population of students and winter visitors is an added challenge. Please take time to understand the local rules. Bike and scoot with great awareness, wear a helmet, and always use bright lights when biking, walking, or scooting at night. Living Streets Alliance, Pima County, and Ann Chanecka at City of Tucson are great biking resources.

## **RISK MANAGEMENT, TRANSPORTATION, & ON-CAMPUS RESOURCES**

### **RISK MANAGEMENT**

**Women's Resource Center:** 520-471-5262 Monday-Thursday from 7:30 p.m. – 11:30 p.m. for a walking escort for within the campus boundaries (Campbell/6th/Euclid/Elm).

### **UAPD**

If you dial 911 from campus, your call will go straight to UAPD even if your cell is from somewhere else. For non-emergency calls, call (520) 621-8273. If you can't get into your building at night, they will come and check your building card and help you.

### **Tucson Police Department Crime Prevention/Neighborhood Watch**

**Tucson Police Department Crime Statistics:** You can enter an address or range of addresses to ponder a specific neighborhood. Check out auto theft data to see best places to lose your car. The malls (Tucson) and cinema complexes and certain WalMarts (Valencia) are perennial targets.

**State of Arizona Sex Offender Center:** You can search by zip code, address or name.

### **TRANSPORTATION**

**UA Biking Info:** Campus bike routes, registration, policies and safety videos can all be found here. Check out the Bike Valet service that UA offers, and note the free 24-hour bike use from the UA Parking garages. Free bike lights and helmets are usually given away once or twice a year on campus. Purchase a sturdy U-Lock and a reliable set of lights. You can register your bike on campus and insure it under your renter's insurance policy.

**UA Parking & Transportation:** If you expect to park (motorcycle or car) on campus, you should **apply for a parking permit immediately**. Zone 1 is the most broadly useful permit. There are discounted permits for evening only (Education, MPA, and SIRLS students benefit from these permits), or for carpooling.

**UA Cat Tran:** Free shuttle service for UA community; runs daily every fifteen minutes from 6:30 a.m. to 6:30 p.m. on designated routes, and stops at various remote parking lots.

**ASUA Safe Ride Service:** Free safe ride service for students in the campus area (bounded by Grant, Tucson Blvd., Broadway, and 4<sup>th</sup> Avenue). Call **621-SAFE** (7233); see website for policies. Summer hours: Monday – Friday 8:00 p.m. – 11 p.m. Fall & spring semesters: Sunday – Thursday 6:30 p.m. – 1:00 a.m., & Friday 6:30 p.m. – 9:30 p.m.

**Sun Tran and SunGO:** A SunGO Pass (discounted bus pass) is available for each semester, and prices vary depending on when bought, express routes, etc. Passes are available at the Office of Campus Housing in the Student Union, or at Parking & Transportation Services at 1117 E. 6<sup>th</sup> Street. All Sun Tran buses are equipped to carry two bikes at a time at no extra cost. Contact the UA Parking and Transportation for more information.

## **UA ISSUES WITH FACULTY OR STAFF**

### **Ombuds Program**

The Ombuds Program was established to create a climate on the University of Arizona campus which provides employees and students with an option other than a formal grievance procedure to resolve disputes. The Ombuds Program was created based on the belief that by providing alternative modes of dispute resolution, other than lengthy, internal grievance procedures or costly litigation, the quality of the University environment as experienced by faculty, academic professionals, classified staff, administrative staff, students, and members of the public, would be enhanced.

A committee consisting of staff, appointed personnel and faculty from across campus serve on the committee and can listen, problem-solve, help evaluate options and facilitate communication and early interventions.

### **Contact**

Ombuds Program  
Office of the Provost  
Administration Building, Room 313L  
Tucson, AZ 85721-0066  
520-626-5589  
Nancy Stiller, Director

Click [here](#) for more Self Help Resources.

### ***Grievances***

#### **[UA Graduate College Student Grievance Policy](#)**

Should a graduate student feel he or she has been treated unfairly, there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the student's graduate advisor, the department head, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may be able to file a formal grievance.

While the Graduate College is available to discuss any academic concern, only grievances that allege violation of a specific University rule, regulation, policy or practice will be considered for formal review as stated below. A grievance procedure is available to graduate students who have complaints that:

1. allege violation of a specific University rule, regulation, policy or practice;
2. are not remediable by other university grievance policies and procedures; and
3. are within the decision-making jurisdiction of the Graduate College.

**Office of Institutional Equity/Title IX Protections**  
***Information and Resources for Students***

The University of Arizona is committed to fostering a learning, working, and living environment free from all forms of discrimination, including harassment. The University's Nondiscrimination and Anti-harassment Policy prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation, and gender identity. It is important that all members of our community know where to turn if they have a concern under the policy. If you ever experience or witness discrimination or harassment, you are encouraged you to report this information to the appropriate University office.

If you have concerns related to discrimination or harassment about a University employee, please contact:

[Office of Institutional Equity](#)

University Services Building, #217

(520) 621-9449

Director and Title IX Coordinator: Mary Beth Tucker

If you have concerns related to discrimination or harassment about another student, please contact:

[Dean of Students](#) Office

1212 E. University Blvd.

(520) 621-7057

Sr. Associate Dean of Students & Deputy [Title IX](#) Coordinator: SevaPriya Barrier

Students can contact these offices anonymously to receive information or ask questions.

Complaints should be filed promptly. For definitions of discrimination, harassment, and retaliation, please see the University's [Nondiscrimination and Anti-harassment Policy](#).

\*\* The UA Nondiscrimination and Anti-harassment policy extends to University sponsored activities, including UA sponsored internships, clinics, or other off-campus learning opportunities. If you have concerns related to discrimination or harassment about an internship or work-study site off-campus, please contact:

[Office of Institutional Equity](#)

University Services Building, #217

(520) 621-9449

Director and Title IX Coordinator: Mary Beth Tucker

## **TRAINING**

### **Harassment Prevention Education**

As members of University community, we all share in the responsibility of building a climate free of harassment and discrimination. In support of that commitment, the University offers an online harassment prevention program for all faculty, staff, appointed professionals, and student employees.

The online program provides valuable information to the University community about their rights and responsibilities with regard to harassment prevention. Through a series of scenarios and activities, students and employees will learn important principles and develop skills to enhance their educational and working relationships. Full participation in this program will help build an inclusive learning and work environment where all members of the University community can achieve their full potential.

The program is available in supervisory, non-supervisory, faculty, and student/student employee versions. It is also available in Spanish. All versions of the program can be accessed [here](#).

### **Safe Zone Training**

Safe Zone is a campus-wide program committed to making The University of Arizona a safer, more welcoming, and inclusive environment for members of the lesbian, gay, bisexual, transgender, and questioning (LGBTQ) community. By becoming affiliated with Safe Zone, you are indicating that you will be an identifiable source of support and nurturance for LGBTQ students, staff, and faculty on our campus. Your participation in Safe Zone sends a strong message to campus community members that you are available to talk about their concerns, whether they are of acknowledged LGBTQ community members, of those questioning their sexuality or gender identity, or concerns of allies.

All workshops are free and open to the campus community. Any student, staff, or faculty member is welcome and all are strongly encouraged to attend. The complete Safe Zone Training consists of two workshops, including a General Education and an Ally Development workshop. Visit the Safe Zone [website](#) to register for a training.

### **Training through UA Risk Management Services**

As UA students, there are numerous safety courses open and FREE of CHARGE available to us. Sign onto UAAccess Learning and take advantage! Courses that are especially beneficial:

- Defensive Driving
- High Occupancy Vehicle (HOV) Training
- Fire Extinguisher Training
- Hazard Communication
- Bloodborne Pathogens

### **Other Resources**

[Research Integrity Policies and Procedures](#)

[ASUA Student Legal Services](#)

[UA CAPS Counseling and Psych Services](#)

[Southwest Fair Housing Council](#)

## TELLING YOUR STORY: 3<sup>RD</sup> GOAL EVENTS

An important and rewarding goal of the Peace Corps is promoting a better understanding of other peoples on the part of Americans. There are various different avenues where you can share your experience with Southern Arizona: classroom discussions, Peace Corps recruitment events, “story slams”, and most famously, the annual Peace Corps Fair held at the University of Arizona Student Union. Regardless, there are numerous opportunities to share your story about travelling 20 hours on bumpy dirt roads to your site or about that time you climbed a mountain in middle of the Andes!

Check out the ideas and resources located on the Peace Corps website for tips and tools for sharing your story. You can also get [free Peace Corps materials](#) for your presentations!

***To sign up for K-12 school outreach visits, contact Natalie Reyes. For UA outreach talks, contact Annalise Gardella. Look for opportunities in the weekly newsletter.***

## END-OF-YEAR AWARD DESCRIPTIONS

Peace Corps Fellows are eligible for the following awards, which are given at the end of each academic year. Each award includes a financial award. Nominations will be requested at the end of the academic year; each nomination should be prepared thoughtfully and with supporting detail.

### ***Jack Vaughn Award for Outstanding Leadership***

Jack Vaughn was the 2<sup>nd</sup> director of U.S. Peace Corps and a leader his entire life. This award honors his legendary spirit and the ability to make a difference through leadership.

### ***Margaret Vaughn Award for Service to the Community***

Margaret "Leftie" Vaughn served as a Peace Corps volunteer in Chad. She was a spirited volunteer, who regularly dashed off letters to the director of U.S. Peace Corps to improve conditions in the Peace Corps and in her community. She worked in a remote and difficult location, and ultimately worked for U.S. Peace Corps and has continued working to benefit causes and the communities she supports.

### ***Outstanding Service to the Fellows Program***

The award for Outstanding Service to the Fellows Program is awarded each year to a fellow who made a special impact on the UA Coverdell Fellows program and/or especially supported other Fellows.

### ***Wildcat Award for Spirit, Camaraderie and Team-Building***

The Wildcat Award for Spirit, Camaraderie and Team-Building is awarded to a Fellow who built trust and friendship within the Fellows program, someone who has an inspiring spirit.

All graduating and continuing fellows are expected to attend the end of year graduation and awards ceremony. Family and friends are also welcome.

## SUMMER TRAVEL AND RESEARCH AWARDS

Pending available funds, there are sometimes summer travel and research awards that Fellows are eligible to apply for. Be on the lookout for announcements.

## UA PC FELLOWS CONTACT INFORMATION

### **Breanne's Fall Office Hours:**

Tuesday: 8:30 am – 5:00 pm

Wednesday: 9:15 am – 1:45 pm

Thursday: 8:30 am – 5:00 pm

Email: belott@email.arizona.edu

Office Phone: 520-626-2292

Cell Phone: 480-273-9578

### **Georgia's Office Hours:**

Please make an appointment by email; send several times you are available. Georgia is available after 5:00 or before 8:00 as needed. Friday is often a nice day to stop by for snacks and a chat.

Email: gehlers@email.arizona.edu

Office phone: 520-621-9103

## COMMUNICATING WITH OUR OFFICE OF FELLOWSHIPS AND COMMUNITY ENGAGEMENT

1. Determine preferred method of communication with the person you wish to contact.
2. Email is our standard means of communicating with all Fellows. Phone, texting and IM are backups. When emailing, please....
  - a. Use a short, pertinent subject line.
  - b. Do not hit reply from the latest newsletter, then add a comment or request after the newsletter. It won't be read.
  - c. Do not hit "reply all" if it is a group email and not everyone needs to hear your response.
  - d. Address by name and offer a pleasantry if you like.
  - e. State your question, request or point clearly and immediately.
  - f. Stick to one subject in your email.
  - g. If you are requesting a meeting, state the purpose, the length of time needed and 2-3 times you could meet.
  - h. If you are very confused or angry, think twice. Add the recipient in "to" category only after you have written and reviewed your message. Hint: My momma always told me, if you don't want it read, don't write it down. I keep a personal word document entitled Musings where I put snippy, inadvisable and inappropriate things written.
  - i. Remember that context does not come across well in an email. You don't need to put bwahahahah or other clues if you are being sarcastic or joking. Just be generally professional and courteous.
  - j. Consider the day and the time of day that you send the message to increase your chance of a reply.
3. Visiting the office
  - a. We care about you and have snacks.
  - b. Shelley and Breanne are part-time. Georgia comes in late and stays late, in general.



- c. We are busy.
- d. Please let us know you are coming if at all possible, through an email, call or sometimes a text. If you're in the neighborhood, feel free to stop by. If we're able, we'll respond.
- e. We'll have open houses during the year, committee meetings, personal meetings and more. We love to see you, even if it is ever so brief.
- f. If you are driving over, there is metered parking on 2<sup>nd</sup>, 1<sup>st</sup> and Tyndall. After 5 p.m. the little lot just east of Main Gate garage is open and free. First come, first served. There are four (4) loading zone parking spaces outside our building by the curb and on the north side of 2<sup>nd</sup> right at Euclid and the Main Gate garage.
- g. Our doors lock at 5:00 p.m. Call Georgia if you need us to let you in.
- 4. Social media, newsletters, and UA site licensed software
  - a. We know it isn't for everyone, but we use social media to supplement emails, promote the program and events and for other announcements. Please join in! Your promotion of what you do as a Fellow is valuable to the program and to your own profile. We use a Facebook group, Instagram, and LinkedIn (for jobs).
  - b. Other tools: UITS Box, Qualtrics, Google docs and calendar, Doodle polls, Excel spreadsheet for hours, and UAccess for reporting PAW. Learn to use them. You will find help for campus software and computer issues through UITS.
- 5. Responding to invitations and events
  - a. RSVP means "répondez s'il vous plaît." While it literally means "respond if you please," it is used for situations where you should respond **whether you are attending or not**. "RSVP, regrets only" means respond that you cannot attend. We thank you for responding as requested in writing. We have so many Fellows that a casual verbal response during an event may slip.

<b>Incoming Fellow (Mentee)</b>	<b>Mentee Department</b>	<b>Mentee Email Address</b>	<b>Current Fellow (Mentor)</b>	<b>Mentor Department</b>	<b>Mentor Email Address</b>
Armstrong, Alexandra (Allie)	Education - Rehab Counseling	aarmstro@email.arizona.edu	Mallory Clevenger	Education - Language, Reading, and Culture	malloryclevenger@email.arizona.edu
Balland, Lisa	MEZCOPH - Global	lisajballand@email.arizona.edu	Katy Tucker	MEZCOPH - Health Behavior Health Promotion	kmtucker@email.arizona.edu
Brands, Charles	MEZCOPH - Family and Child Health	cbrands@email.arizona.edu	Mario Trejo	MEZCOPH - Epidemiology	mtrejo@email.arizona.edu
Capaci, Elizabeth	MEZCOPH - Family and Child Health	ecapaci@email.arizona.edu	Kristy Friesen	MEZCOPH - Global	kfriesen@email.arizona.edu
Carmody, Tara	Education - Counseling Mental Health	tcarmody@email.arizona.edu	Mallory Clevenger	Education - Language, Reading, and Culture	malloryclevenger@email.arizona.edu
Cretcher, Sarah	SLHS - Speech Language Pathology	cretcher@email.arizona.edu	Lindsey Thatcher	MEZCOPH - Health Policy and Management	lrt@email.arizona.edu
Elder, Alison	SBS - Geography	aliede@email.arizona.edu	Forest Carter	SBS - Geography	fcarter@email.arizona.edu
Gardella, Annalise	SBS - Latin American Studies	agardella@email.arizona.edu	Mario Trejo	MEZCOPH - Epidemiology	mtrejo@email.arizona.edu
Hatch, Dionna	CAPLA - Landscape Architecture	dionnahatch@email.arizona.edu	Jenny Moscato	CAPLA - Landscape Architecture	jsmoscato@email.arizona.edu
Iglesias, Charisse	SBS - RCTE	charisseiglesias@email.arizona.edu	Lauren Harvey	GIDP - Second Language Acquisition and Teaching	lnharvey@email.arizona.edu
Johnstone, Rebecca	CAPLA - Landscape Architecture	johnstoner@email.arizona.edu	Lindsey Thatcher	MEZCOPH - Health Policy and Management	lrt@email.arizona.edu
Krause, Keegan	MEZCOPH - Global and SBS - LAS	kckrause@email.arizona.edu	Conor Fitzgerald	Fine Arts - Photography	cfitzgerald@email.arizona.edu
Mansfield, Michael	SBS - English Applied Linguistics	mjm111@email.arizona.edu	Lauren Harvey	GIDP - Second Language Acquisition and Teaching	lnharvey@email.arizona.edu

Incoming Fellow (Mentee)	Mentee Department	Mentee Email Address	Current Fellow (Mentor)	Mentor Department	Mentor Email Address
McKaughan, Casey	MEZCOPH - Global	caseym2@email.arizona.edu	Kristy Friesen	MEZCOPH - Global	kfriesen@email.arizona.edu
Meyer Krause, Caitlin	MEZCOPH - Family and Child Health	cmeyerkrause@email.arizona.edu	Shayna Rosenblum	MEZCOPH - Family and Child Health	shaynarosenblum@email.arizona.edu
Miller, Jeremiah	SBS - Literature	jeremiahmiller@email.arizona.edu	Jenna Altherr Flores	GIDP - Second Language Acquisition and Teaching	jaltherrflores@email.arizona.edu
Nuno-Whelan, Mario	CAPLA - Landscape Architecture	marionw@email.arizona.edu	Jenny Moscato	CAPLA - Landscape Architecture	jsmoscato@email.arizona.edu
Redmond, Caitlin (Katey)	MEZCOPH - Global	kateycored@email.arizona.edu	Elizabeth Anderson	MEZCOPH - Health Behavior Health Promotion	ereardon@email.arizona.edu
Rolig, Nicholas	MEZCOPH - Global	narolig@email.arizona.edu	Ruben Soliz	MEZCOPH - Health Policy and Management	rubensoliz@email.arizona.edu
Shelton, Andrea	Nursing - MEP (EPN)	asheltonog29@email.arizona.edu	Shayna Rosenblum	MEZCOPH - Family and Child Health	shaynarosenblum@email.arizona.edu
Stewart, Joseph	SBS - Development Practice	josephstewart@email.arizona.edu	Joel Atwood	Hydrology	joelatwo@email.arizona.edu
Tchida, Lynn	Education - Educational Leadership	lynntchida@email.arizona.edu	Sumaya Frick	Education - Educational Leadership	sumayafrick@email.arizona.edu
Tibbetts, Mark	Education - Teach AZ	marktibbetts@email.arizona.edu	Mallory Clevenger	Education - Language, Reading, and Culture	malloryclevenger@email.arizona.edu
Williams, Andra	SBS - Development Practice	ajwillia@email.arizona.edu	Dametreea Carr	MEZCOPH - One Health	dcarr23@email.arizona.edu
Williams, Kelli	SBS - Development Practice	kelwill@email.arizona.edu	Stephen Oliver	Latin American Studies	stephenoliver@email.arizona.edu
Young, Ryan	CALS - Agricultural and Resource Economics	ryanyoung@email.arizona.edu	Ryan Shortal	Engineering - Environmental	ryanshortal@email.arizona.edu

## Peace Corps Coverdell Fellows Calendar 2017-18

### Fall Semester 2017

DATE	TIME	EVENT TITLE	LOCATION	CONTACT	HOURS CATEGORY
8.15	4 – 8 pm	Coverdell Fellows Orientation and Dinner	University Services Building, Room 216	Jenna Altherr Flores	Outreach Assistantship
8.16	4 – 6 pm	Peace Corps Fellows Outreach Fair and Training Session	Student Union Memorial Center: Tucson & Catalina Rooms 1303 E. University, 3rd Floor	Jenna Altherr Flores	Outreach Assistantship
8.18	6 – 9 pm	Welcome Back Potluck for all Fellows, Alumni, & Family/Friends	Georgia & Bob's Home: 2950 N Avenida de la Colina	Jenna Altherr Flores or Breanne Lott	Outreach Assistantship
8.21	First Day of Classes				
8.26	7 – 11:30 am	Las Milpitas Community Farm; Optional lunch afterwards	2405 S. Cottonwood Ln.	Breanne Lott	Service Project Requirement: 4 service projects/year
8.31		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
9.1	TBD	Tour of the Center for Creative Photography Museum	1030 N. Olive Rd.	Conor Fitzgerald (cfitzgerald@email. arizona.edu)	Professional Development Requirement: 3 PD events/year
9.4	Labor Day Holiday: No classes				
9.16	6 – 8 pm	Desert Doves Meeting	Phil and Pam Lopes' House	Mark Holden (rpcvtucson@gmail. com)	3 <sup>rd</sup> Goal Requirement: 2 meetings/year
9.30		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
10.6	TBD	Fundraising Honorable Askers planning meeting	USB room TBD	Breanne Lott	Professional Development Requirement: 3 PD events/year
10.7	Afternoon /Evening	Social Event with PC Fellows Club	TBD	Ryan Shortal (ryanshortal@email. arizona.edu)	Social
10.11, 12, or 13	TBD	Arizona AIDS Education Training with Alyssa Guido, Elizabeth Capaci, Katey Redmond	TBD	Breanne Lott	Professional Development Requirement: 3 PD events/year

10.15	7 am	Southern Arizona AIDS Foundation AIDS Walk/Run	Joel D. Valdez Main Library Jacome Plaza	Breanne Lott	Service Project Requirement: 4 service projects/year
10.19	5 – 6 pm	Dancing with the Dean	TBD	Breanne Lott	Social
10.26	11 am – 3 pm	Fellows Open House PCF Office: USB 204E			
10.29	10 am – 3 pm	Cyclovia	S. 12 <sup>th</sup> Avenue	Breanne Lott	Service Project Requirement: 4 service projects/year
10.31		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
11.4	Afternoon /Evening	Professional Development Event with PC Fellows Club	TBD	Ryan Shortal	Professional Development Requirement: 3 PD events/year
11.10	Veteran's Day Holiday: No classes				
11.18	6 – 8 pm	Desert Doves Meeting	Phil and Pam Lopes' House	Mark Holden	3 <sup>rd</sup> Goal Requirement: 2 meetings/year
11.23 – 11.26	Thanksgiving Recess: No classes				
11.30		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
12.1		Submit one paragraph preliminary abstract for Outreach Showcase	Upload to your Box folder	Breanne Lott	Professional Development (report hours, not as a PD event)
12.6	11 am – 3 pm	Last Day of Classes/Open House PCF Office: USB 204E			
12.8,9, 10	Morning/afternoon shifts	Service Project: 4th Avenue Street Fair: Desert Doves Fundraiser	Between 9th Street and University along 4th Avenue	Desert Doves or Breanne Lott	Service Project Requirement: Attend EITHER winter or spring fair
12.15		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
12.16	Fall Commencement: Congratulations, Fall Graduates!				

## Peace Corps Coverdell Fellows Calendar 2017-18

### Spring Semester 2018

DATE	TIME	EVENT TITLE	LOCATION	CONTACT	HOURS CATEGORY
1.10	First Day of Classes				
1.15	Martin Luther King Jr. Holiday: No classes				
1.20	6 – 8 pm	Desert Doves Meeting	Phil and Pam Lopes' House	Mark Holden	3 <sup>rd</sup> Goal Requirement: 2 meetings/year
1.26	12 pm	Submit 200-word final abstract for Showcase + category(outreach/research)	Upload to your Box folder	Breanne Lott	Professional Development (report hours, not as a PD event)
1.27	10:00 am – 2:30 pm	Primavera Men's Shelter	200 E. Benson Hwy	Breanne Lott	Service Project Requirement: 4 service projects/year
1.31		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
2.2	11 am – 3 pm	Fellows Open House PCF Office: USB 204E			
2.3	Afternoon/Evening	Professional Development Event with PC Fellows Club: Making a Poster	TBD	Ryan Shortal	Professional Development Requirement: 3 PD events/year
2.20	11 am – 3 pm	<b>Peace Corps Fair!!!</b>	Student Union – North Ballroom	Breanne Lott	3 <sup>rd</sup> Goal
2.28		<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
3.1	FAFSA due by March 1				
3.2,3 4	Morning/afternoon shifts	Service Project: 4th Avenue Street Fair	Between 9th Street and University along 4th Ave.	Desert Doves or Breanne Lott	Service Project Requirement: 4 service projects/year
3.5-9	Spring Recess: No classes				
3.12	12 pm	Submit final poster for Outreach Showcase	Upload to your Box folder	Breanne Lott	Professional Development (report hours, not as a PD event)
3.17	6 – 8 p.m.	Desert Doves Meeting	Phil and Pam Lopes' House	Mark Holden	3 <sup>rd</sup> Goal Requirement: 2 meetings/year
3.23	TBD	All Fellows Outreach Showcase (poster session, portfolio reveal, internship reception)	TBD	Breanne Lott	Outreach Assistantship

3.31	12 pm	<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
4.7	Afternoon/ Evening	Professional Development Event with PC Fellows Club	TBD	Ryan Shortal	Professional Development Requirement: 3 PD events/year
4.8	10 am – 3 pm	Cyclovia	TBD	Breanne Lott	Service Projects Requirement: 4 service projects/year
4.27	5 – 7 pm	All Fellows (family and significant others) End of Year Awards Ceremony, Dinner, and Business Meeting	TBD	Breanne Lott	Outreach Assistantship
4.30	12 pm	<b>SUBMIT HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
5.2	Last Day of Classes				
5.2	12 pm	<b>SUBMIT FINAL HOURS</b>	Upload to your Box folder	Breanne Lott	Reporting
5.11	12 pm	<b>SUBMIT FINAL REPORT</b>	To belott@email.arizona.edu or to your Box folder	Breanne Lott	Reporting
5.11	Spring Commencement: Congratulations, Spring Graduates!				

	Mandatory for All Fellows	
	Important School Dates	Just FYI
	Service Projects	Participate in 4 service projects
	PC Fellows Club Activities	Attend 3 professional development events
	Desert Doves Meetings	Attend at least 2 meetings

*All of these events are also on the online Fellows calendar at [grad.arizona.edu/peacecorps/current](http://grad.arizona.edu/peacecorps/current) and can be downloaded to your own Google Calendar.*