

## **Graduate Assistants: Please read this letter from the VCU President's Office**

<https://orange.hosting.lsoft.com/list/ov8ia944/200317AR/2wbwabzgzike.vib?test>

Graduate Assistants must discuss assistantship working arrangements and duties beginning March 23<sup>rd</sup> with their advisor or supervisor. All Graduate Teaching Assistants, Graduate Research Assistant and Graduate Assistants who will be performing their duties remotely must complete the COVID-19 Temporary Telework Agreement

form. <https://docs.google.com/forms/d/e/1FAIpQLSfYDt027mgU0n0y-CeAVaCUIbmDWyw3U9P2K0OIrbLcwuoew/viewform>

Graduate Assistants that must work in a research laboratory should submit a request to their supervisor that includes:

1. Name
2. Building and room numbers where work will take place
3. Expected times work will be conducted
4. Nature of the on-site essential work
5. The reason that the work must be continued on site
6. Measures that will be taken to minimize the risk of COVID-19 transmission

## **Graduate School Operations**

While the staff of the Graduate School will be teleworking, all functions of the Graduate School will be operational.

## **Contacting the Graduate School**

The Graduate School's main office telephone (804-828-2233) will continue to be answered, however, e-mail is the preferred method of communication. Please direct e-mail inquiries to [gradschool@vcu.edu](mailto:gradschool@vcu.edu).

## **Graduate Enrollment Services**

Special Action Forms, Candidacy forms, and ETD submissions will continue to be processed by the Graduate School. Overall, the work of Graduate Enrollment Services is being completed on a first-in, first-out basis.

## **Analytics, Communications, and Technology**

The Graduate School will continue to deliver timely communications to graduate students, faculty, and staff via email, web, and social media pathways. Graduate students, faculty, and staff can access updates on the impact of COVID-19 on graduate education at <https://graduate.vcu.edu/student/covid-19/>.

Technical support of [online form](#) submissions using to include candidacy and electronic thesis/dissertation, graduate reporting functions within VCU Reporting Center, and specialized technical support to graduate students, faculty, and staff will continue remotely.

Technical support for preliminary examinations and thesis/dissertation defenses will shift to an online video teleconferencing format using Zoom. For assistance, contact [gradschool@vcu.edu](mailto:gradschool@vcu.edu).

Zoom – use the [VCU Portal](#) or [VCU Zoom](#) to access the video teleconferencing software.

Assistance from VCU's IT Support Center: <https://ts.vcu.edu/it-support-center/>

VCU Technology Services has the following resources in place to help you stay connected while at home: <https://telework.vcu.edu/>

## **Professional Development**

RAM Opportunity is still seeking graduate mentors through March 25<sup>th</sup>. If interested, apply on the Graduate School website.

Graduate School Mentorship participants have been instructed to engage virtually. Any future programming will be virtual until further notice. As we look toward next fall we are still accepting applications through April. All interviews will be completed virtually. Application materials can be found on the [Graduate School website](#).

Students interested in Preparing Future Faculty Program may send any questions or needs to [pffprogram@vcu.edu](mailto:pffprogram@vcu.edu).

## **Information concerning the coronavirus (COVID-19) can be found at the web links below:**

Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Virginia COVID website:

<https://www.virginia.gov/coronavirus-updates/>

VCU COVID-19 website:

<https://covid-19.vcu.edu/>

Provost's COVID-19 website:

<https://provost.vcu.edu/virus/>

Senior Vice President for Health Sciences website:

<https://healthsciences.vcu.edu/covid-19-/>

University Student Health Services:

<https://health.students.vcu.edu/about/updates/#d.en.379083>

Transitioning to Online Classes:

<https://www.loom.com/share/87537bf9b5a847ccb4eaa4258c0c273a>

COVID-19 - New VCU guidelines for research operations

<https://orange.hosting.lsoft.com/list/ov8ia944/200313AR/3vhhbwgfgcre.vib?a0=11192>

<https://orange.hosting.lsoft.com/list/ov8ia944/200316BP/b811ttj11td0.vib?a0=12019>