

SECTION VI: Resources for Teaching, Guidance & Counseling

74.0 III-2.50- POLICY ON ACADEMIC ADVISING

(Approved by the Board of Regents, June 21, 1990)

Academic advising, the primary concerns of which are individual student growth and development, and effective use of the institution's resources, shall be acknowledged as a necessary part of a student's education.

Each institution shall develop, maintain and publicize an academic advising system which provides accurate and timely advice for all students.

The President of each institution or his designee shall monitor the operation of the academic advising system to ensure its continued effectiveness and will determine the most appropriate way to recognize and reward superior academic advising.

Replacement for: BOR III-2.14 and 2.14.1

III-2.50(A) - UMES POLICY AND PROCEDURES ON ACADEMIC ADVISING

(Approved by the President January 1, 1992)

I. POLICY

Advising has always been a primary concern and responsibility of UMES. In the Fall of 1988, the Freshman Advising Program, under the Center of Academic Advising, was implemented.

UMES accepts the responsibility to make sure that every freshman has an assigned advisor. Faculty members volunteer to advise freshman students beyond their normal faculty duties and responsibilities.

A series of training sessions are held each year under the leadership of the President, the Vice President for Academic Affairs and the Director of the Academic Support Services Program. Advising is viewed as an ongoing process throughout the freshman year. The model employed is one of advisor/mentor/friend.

II. GUIDELINES

The following are guidelines by which the Advising Program is managed and monitored:

1. During the Spring-Summer semester, all newly admitted students are assigned to an advisor.
2. Letters are mailed to the incoming freshmen with information about the advisor and other pertinent concerns. Additionally, students are invited to contact their advisors and to visit when possible.
3. During the Freshman Orientation week in August, the advisors interact on several occasions with the advisees, including assisting with registration.
4. After the registration period, students contact advisors for add/drop approvals, class schedule conflicts, problems with instructors, personal problems, career and major selection, etc.
5. Advisors contact students periodically throughout the semester to monitor progress, to review mid-term grades, to select classes for the following semester, to serve as an advocate in cases of illness, to offer referrals for tutoring and financial matters, etc.
6. Grades and assessment test scores are made available to each advisor.
7. The advisor remains with each assigned advisee for two semesters. After the second semester, the students are assigned advisors within their major departments.
8. Advisors maintain files and other records on each student.
9. At the end of the Spring semester, students evaluate their advising experience and their advisors using an Advisor Perception Inventory.
10. Although second-year students are reassigned to advisors, they are encouraged to continue the mentor relationship with their freshman advisors.
11. The Coordinator of Academic Advising designs, coordinates and supervises all advising-related activities. In addition, the coordinator serves as general advisor for all freshmen.

204.0 VII-4.50 - POLICY ON THE EMPLOYMENT OF AND BENEFITS FOR GRADUATE ASSISTANTS

(Approved by the Board of Regents, September 27, 1990)

Institutions may appoint as Graduate Assistants only those students enrolled as degree-seeking students in graduate programs at System institutions.

Each institution employing graduate assistants shall develop policies concerning tuition remission and other benefits.

Replacement for: BOT VIII - A-D

VII-4.50(A) - UMES POLICY ON BENEFITS FOR GRADUATE ASSISTANTS

(Approved by the President January 1, 1992)

I. REMISSION OF TUITION

Graduate assistants may receive remission of up to ten (10) credits of tuition each academic semester. As employees of the University of Maryland graduate assistants are billed at the in-state rate. As soon as the assistantship is terminated, students are billed at their original status, unless they have changed their status by petition.

Stipends for graduate assistants paid from contract or grant accounts are generally adjusted to compensate for the additional financial burden imposed by the necessity for them to pay their own tuition.

II. HEALTH INSURANCE

Graduate assistants may enroll in the University health care programs. Enrollment must be within 60 days of employment.

III. RETIREMENT, SOCIAL SECURITY

Retirement fees and social security are not withheld from the salaries of graduate assistants, and they are not entitled to the benefits that accrue from withholding.

IV. VACATION AND SICK LEAVE

Graduate assistants are not eligible for vacation or sick leave credit.

V. FACILITIES

Departments generally provide graduate assistants with suitable work space, laboratory space and office space, when necessary.

VI. HOUSING

Housing is available to graduate assistants on a first-come, first-served basis.

(a) Career Planning and Placement

The Career Planning and Placement office assists students with career plans, career options, in-school experience opportunities, preparation of personal credentials for entrance into the world of work, and/or entrance into graduate/professional program. The Office maintains a career library containing career information computerized inventory of skills and abilities, a professional testing service (LSAT, GRE, GMAT, NTE, etc.), a newsletter, one-on-one assistance with resumes and interview preparation.

Confidential Files are maintained for students to have information readily available for on-campus, or for mail-outs to prospective employers, upon request. The office also assists with placing students in various job opportunities, namely summer, part-time, internships, entry-level and volunteer work.

An on-campus recruitment service is available to seniors and alumni who maintain personal credentials in the office. Office hours are from 8:00 AM to 4:30 PM Monday through Friday in the Student Service Center, 2nd Floor.

(b) Comprehensive Counseling Center

The Comprehensive Counseling Center (CCC) services are provided for the development and/or maintenance of psychological health and include confidential counseling for personal and educational problems as well as testing and computer assisted instructions. Any member of the University community may refer students to the center and may seek assistance individually. The CCC is located in the Student Service Center and has office hours 8:30 AM to 4:30 PM weekdays.

(c) Basic and Communicative Skills

The Center for Basic and Communicative Skills sponsors two federally funded programs:

Academic Development Program (ADP) is a program designed to provide individualized instructional assistance in reading, math and writing for those students whose high school grades and SAT scores indicate a need.

Special Services to Disadvantage Students (SSDS) is a program designed to assure selected first generation and/or economically disadvantaged students an opportunity to receive a degree by providing individual instruction, cultural experiences, and counseling services.

The Center is located in the Student Services Center and has office hours weekdays 8:30 AM to 4:30 PM.

(d) Upward Bound

Upward Bound is a pre-college level program for underachieving low-income students who are in the last years of high school. The aim of this program is to develop skills and motivation necessary for success in post secondary education.

College students with grade point averages of at least 3.0 are hired to work as tutors and counselors during the academic year and summer sessions. Some UMES faculty are hired to teach.

The Upward Bound program is located in the Banneker Hall and has office hours weekdays at 8:30 AM to 4:30 PM.

(e) Library

The Frederick Douglas Library functions as a viable component of the University's academic program through an organized structure consisting of seven closely interrelated departments: Acquisitions, Cataloging, Circulation, Interlibrary Loan, Media Services, Public Services/Circulation, Public Services/Reference and Serial Documents. The book collection and government documents are supported by more than 26,000 volumes of scholarly and popular periodicals. The Media Services Center houses a sizable collection of non-print materials. The entire collection has been carefully assembled to serve the needs of the University community primarily and also the large community of the geographic area.

The Acquisitions Department combines the responsibilities of collection development and acquisitions tasks. The Department also serves as the clearinghouse for all publishing and book trade information. Through the Library/Faculty Liaison Project, the Acquisitions librarian coordinates collection development for the library. Recommendations for books and other materials must be made through the Acquisitions Librarian or through the library liaisons.

Borrows must present valid University ID with a unique Library Bar Code for use identification to charge out materials. Student borrowers may check out 7 books at a time for a period of 28 days, and the faculty loan period is one semester. Books may be presented for renewals at the end of the loan period. All library users are encouraged to request receipts when library materials are returned.

The Reserve Collection consists of books or reprints placed on reserve by faculty for specific classes. These are usually consulted in the library only; however, there may be exceptions depending upon the instructors' decision.

The on-line Library Catalog of the University of Maryland System has the ability to search the individual library catalogues of the many and diverse collections of the University of Maryland System as well as search the combined UMS Catalog – a union catalog of the holdings for the entire system. The On-line Catalog also provides the option of searching other library systems.

The Media Services Center houses a collection of videotapes, kits, cassettes and other non-print media as well as audiovisual equipment. There is also a curriculum area that houses elementary and secondary guides and resource books in educational disciplines. The Black College Satellite Network is also maintained and operated by this department.

The Serials/Documents Department is responsible for the collection, organization, maintenance and dissemination of serials and documents resources. These materials include popular magazines, scholarly journals, newspapers and gazettes, newsletters and both Federal and Maryland State documents. The department also houses a growing microforms collection. Materials in this department do not circulate outside the library, except to faculty and researchers for overnight use.

Reference staff assist readers by answering general, as well as research questions, and when appropriate refer readers to other departments in the library. This department also provides library instruction to all Freshman and others upon request, assists with use of the On-line Catalog and other data bases and administers the Research Assistance Program (RAP).

Upon request, library users may obtain articles from journals or books not owned by the library through Interlibrary Loan. Interlibrary Loan forms are available at the Reference Desk, and borrowers must fill in the required information for processing. It may take five to ten working days or more for requested materials to arrive.

UMES students, faculty and staff may borrow materials from any of the University of Maryland Libraries either through actual visits or Inter-campus Requests. Inter-campus requests may be obtained by filling out Hold Requests Forms at the first or second floor Circulation Desks. All Inter-campus Requests may be picked up at the first floor Circulation Desk from the Hold Shelf.

Library Hours:

Monday – Thursday	8:00 AM – 1:00 AM
Friday	8:00 AM – 5:00 PM
Saturday	9:00 AM – 5:00 PM
Sunday	2:00 PM – 1:00 AM

(f) Work Study Program

The Work-Study Program makes part-time employment available to undergraduates and graduates who are either citizens or permanent residents of the United States and have financial need.

If a faculty member desires a work-study assistant to assist him/her, he/she makes a request to the department chairperson who places a request to the Financial Aid Office for the number of work-study students needed for that department. The Financial Aid Office makes the assignments; however, if possible, the Financial Aid Office will honor requests for specific work-study students. The department chairperson and/or the individual faculty member assigns the work for the student to do, supervises the student, and takes responsibility to see that the student works the required hours. The Financial Aid Office is located in Byrd Hall and has office hours 8:30 AM to 4:30 PM.