Growth: Student Talent Development Program
Frequently Asked Questions

George Mason University | University Life

Q: What happens if our timeline does not sync up with the rubric timeline?
A: It is flexible, but timelines that differ from the more common Fall to Spring tracking should be communicated and documented with the Student Talent Development Program Administrators ahead of time.

Q: Do graduate students need to participate? (required for graduate student wage, optional for graduate student assistantship)
A: No, the minimum requirement for fall of 2018-19 is for all University Life Student Wage employees. However, all other supervisors of students that do not fall under Student Wage can opt in to this process and will be supported by our administrators.

Q: Do Federal Work Study students need to participate?
A: Yes, that is a form of wage.

Q: Why did you move to Blackboard?
A: You can only see your students, Supervisors have immediate access to see who has/has not completed the rubric, and it is authenticated.

Q: Is HR Ok with this process?
A: We are working with them and how this should align with their requirements, but remember that this is for University Life to measure learning and evaluate progress of our Student Employees, not strictly a performance management document.

Q: Can we have multiple point of contacts?
A: Internally yes, but we need one Point of Contact per office.

Q: Are there online versions of the Student Employee Workshop Series?
A: Not now, but in the future is an option.

Q: Do students get paid for attending professional development?
A: Many directors have said that they would be willing to pay students to attend a training or professional development workshop, but this is up to each office/supervisor. If you are requiring the student to attend, we recommend that you should pay them for that time. If you are encouraging, but not requiring, more gray areas exist.

Q: Is there a way for students to provide upward feedback to supervisors
A: We like the option of this idea and are working on exploring it for future iterations of the Student Talent Development Program. For now, you could use the comment section or upload your own document in Blackboard as a temporary way to accomplish this.

Q: Are workshops offered in the evening?
A: Not now, but that is something we are exploring.

Q: What is the time impact for supervisors?
A: The answer depends on the number of students you supervise. The student employee rubric should replace any sort of evaluation tool you are currently using to measure growth in the role. Please remember that this is

in our strategic plan, supports student retention/career outcomes, and is a professional development skill for student supervisors.

Q: How often will we be adding and removing students from an organization?

A: For Fall 2017, the administrators performed the initial upload of the students and supervisors participating. From that point on, it is the responsibility of either the unit POC or supervisor(s) to maintain and update the organization(s) student employees. We recommend using the Groups function to archive students who are no longer participating (i.e. they got fired, are taking leave, left the institution, etc.). If a student has data associated with them, do not remove the student from the organization, as that also deletes all associated information.

Example: Let's say John Smith joins EIP for the fall semester of 2018 and he plans on returning for Fall of 2019.

Q: Will we be deleting the entire EIP ORG once a year and adding John back in or would John stay in the ORG until the EIP contact removed him from the classroom?

A: We will not be deleting an entire ORG. We will keep students who graduate or leave the university in the ORG and will categorize student employees using the groups feature. The groups feature helps to organize your student employees.

Sometimes, supervisors are asked to write a letter of recommendation for a student who worked in the office 5+ years ago.

Q: Is there a way to export the Student Employee Rubric so that supervisors can keep a record of how they scored a student even after the student has left the university? If yes, can they be saved in Blackboard or would supervisors need to export the rubric and save a copy of it on their own computers?

*A: There isn't any option to export a rubric created in Blackboard that contains scores and feedback (or even a blank rubric) to a computer although you can print one through your browser. If the participant remains in the organization, the rubric will always be accessible by the Leader / Assistant or Grader in the Grade Center. You can also download grade details (scores and comments) to a spreadsheet by selecting **View Grade History** from a Grade Center column's contextual menu. Comments would be any text entered in the Feedback to Learner box (including attachments) on the Grading panel.*

Q: Will there be a training for contacts who wish to pull their own data outside of our timeline/can contacts pull their own data if they would like?

A: Yes, units or supervisors who wish to do this should contact the Student Talent Development Program administrators.

Q: Are we collecting data for students who work over the summer?

A: Summer use is not required, unless the timeline for the role includes the summer months.

Some offices wish to have one large ORG with multiple supervisors. They do not want the supervisors to be able to see the evaluations of students they are not supervising.

Q: Is there a way to assign groups within an ORG, instead of creating different ORG to make sure supervisors can only see information for their students?

A: Yes and no, a unit can utilize the group function to organize students in groups related to their supervisor, however other supervisors in that same organization will still be able to view and access students outside their assigned group. If you do not want supervisors to access student information outside of their own student employee population, you will need to set up a separate organization for each supervisor.

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Q: Can the intake form be customized if offices want to ask additional onf boarding questions?
A: Yes, units or supervisors who wish to do this should contact the Student Talent Development Program

Q: What happens when a student is deleted from a ORG? Can you still see their information or is it gone forever?
A: If a student is deleted from the ORG, that student and their information will be lost from grade center.

Let's say I have a student who will only be with us for the fall semester but I still want to do a pre/post with that student.

Q: Is there a way I can do that in the system (e.g. can a student and supervisor complete two evaluations in the fall semester using the same form, or would another form need to be added just for those students?)
A: Yes, this is possible, however we recommend allowing more time to pass between the first and second completions of the rubric.

Q: Is there a way to add a field in the gradebook for the semester the student is working?
A: You can separate students using the groups. (Employed, Unemployed, etc.).

Q: Supervisors would like to be able to filter by the semester a student is working so that they could see progression. For example, perhaps I have a student who has been with me 4 years, would I be able to see that in the system?
A: You can review students grades within grades center, each self-evaluation is labeled by semester. You can also use Smart View to filter out your student employees by specific users or "groups" you've created to keep track of your students.

Q: What is the process for requesting 1:1 training about how to use the system if there are follow up questions?
A: Units or supervisors who wish to do this should contact the Student Talent Development Program administrators, who will follow up with a request for a meeting or will refer you to Blackboard administrators for more technical assistance.

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