Postdoctoral Administrators Quarterly Meeting

April 14, 2016
10:00 a.m. – 11:30 a.m.
Clark Center S360

Agenda

- ❖ **New Staff Introduction**
- ❖ **Programs Updates**
- ❖ **International Postdoc Town Hall**
- ❖ **Career Center**
- ❖ **Budgeting Tool**
- ❖ **5th and 6th Year Extensions**
- ❖ **F1 OPT STEM Updates**
- ❖ **Clinical Trainee Appointments**
- ❖ **Updated Training Options and Drop In Open Labs**

New Staff Introduction

Robin Sugiura

New Staff Introduction

- Program Coordinator - Rashmi Moran
  - Program support
  - Grant Writing Academy support
  - Verification requests

Program Updates

Robin Sugiura

Teaching Programs

- CIRTL Short Course on STEM Teaching for Postdocs: Online Course with In-Person Discussions *accepting applications through April 18, course June 1-July 26
- Academic Chats with Rick Reis
  - Teaching in the CSU (California State University) System on May 17
  - Teaching at a Liberal Arts College or University on June 7
- Pedagogy Journal Club Meets Monthly, next on May 4
- Undergraduate Teaching Series for Postdocs with SJSU
  - Introduction to Learning Management Systems on April 18
  - Just In Time Teaching, On the Fly Lectures on April 25
  - Engaging the Student In and Out of the Classroom on May 2
  - Assessments on May 9
  - The Teacher-Scholar Model and Work-Life Balance on May 16
- Become a Grant Coach — Informational Meeting on April 26
- Creating Inclusive Classrooms on May 17

Communication Programs

- Improv for Communication: Introduction for Postdocs
- Vocal Yoga for Postdocs
- Advanced English Classes for Non-native Speakers
  - Spring: Oral Communication
  - Summer: Oral Communication, Accent Reduction, Professional and Academic Writing
- The Art of Asking Questions

Collaboration and Mentoring Programs

- Building Effective Teams on April 29

- Entering Mentoring

- Mentoring in Research Workshop on June 16-17
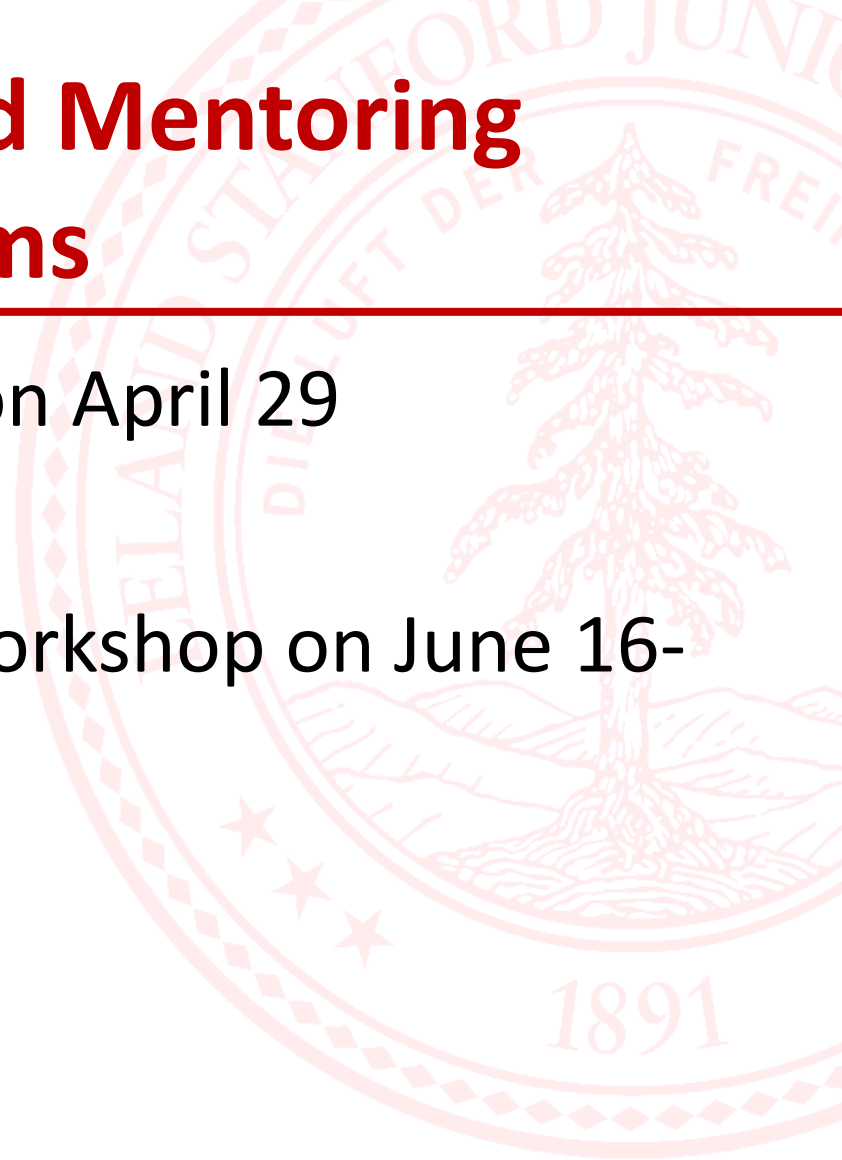
Wellness Programs

- Sleep Health for Postdocs with Dr. Rachel Manber on May 9
- Postdoc Wellness Fair and SpringFest Mixer on May 19
- Time Management
- Time Management In-Depth 3-week Workshop
- Burnout
- Mindfulness
- Stress Less for Good
- Cultivating Resilience Through Change
- Twice-Weekly Drop-In Yoga for Postdocs
- WorkLife Office on Finding Balance

International Postdoc Town Hall

Dr. Sofie Kleppner
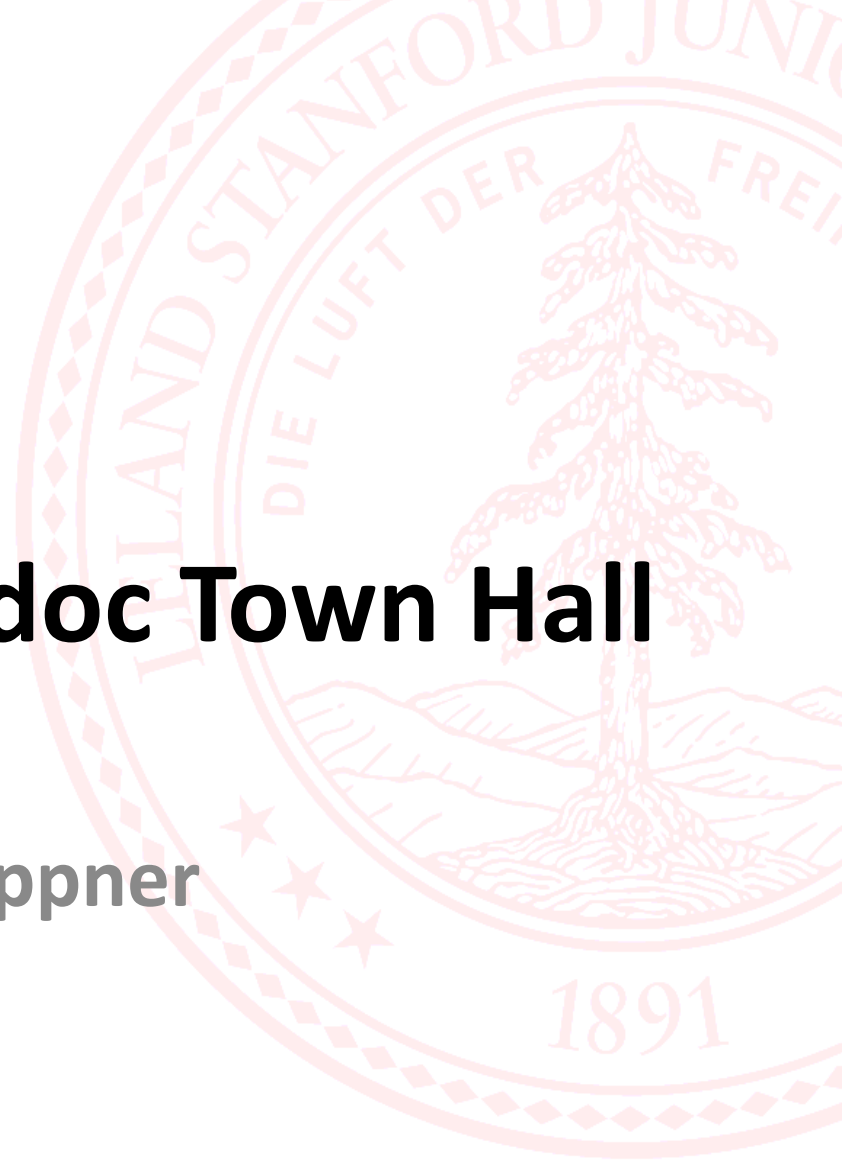
International Postdoc Town Hall

- The Office of Postdoctoral Affairs is working with SURPAS to assess current resources for international postdocs and to develop resources for incoming international postdocs to facilitate their transition to Stanford

- **We need your recommendations for improvement of this transition process!**

School of Medicine Career Center (SoMCC)

Elizabeth Kay
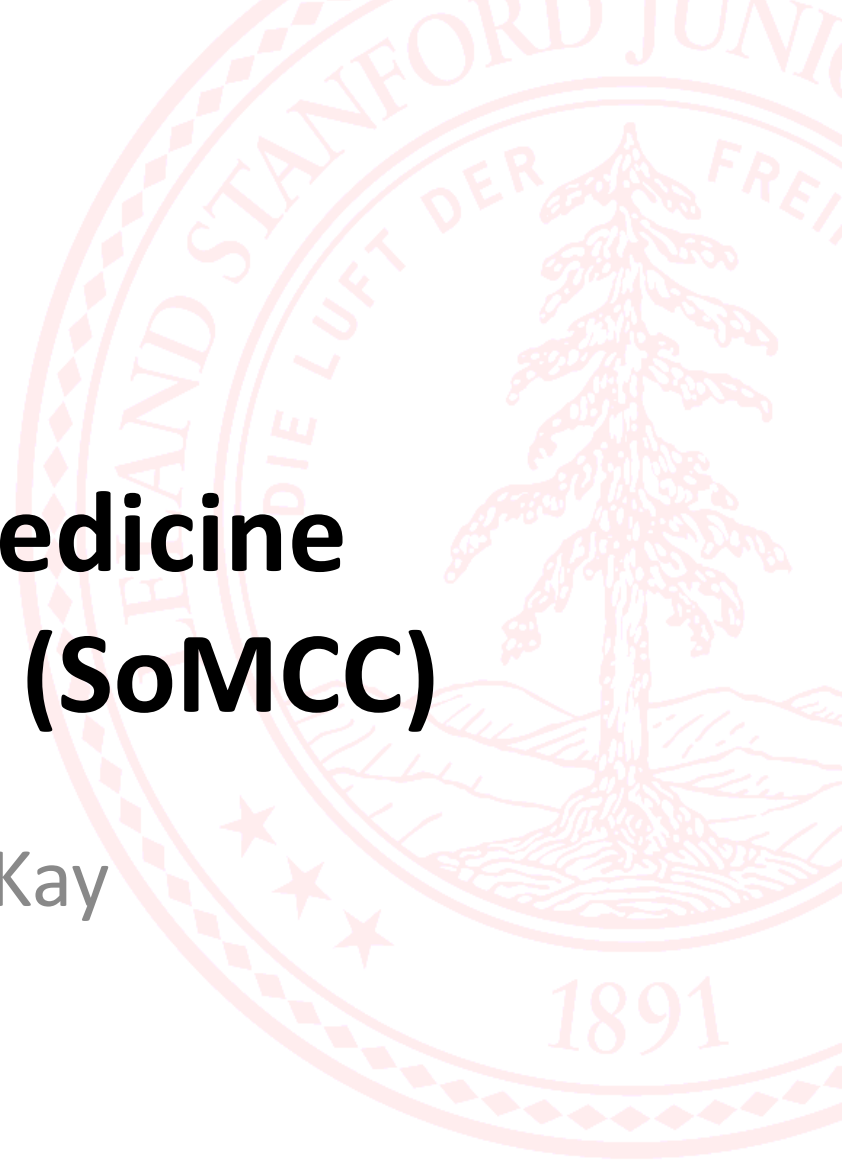
SoMCC – Who We Are

- Stephanie Eberle, M.Ed, Director
- Debra Rosenfeld, MA, LMFT, Career Counselor
- Elizabeth Kay, Program Coordinator
- Latishya Steele, PhD, Associate Director, Biosciences Program
- Amanda Steele, Student Assistant
- Michelle Xu, Student Assistant
- Melissa Ko, Student Assistant

Your Dedicated School of Medicine (SoM) Career Center

- One of only a handful of SoM career centers in U.S.

- Provides specialized professional and career development services

- Serves 3,000+ bioscience students and trainees
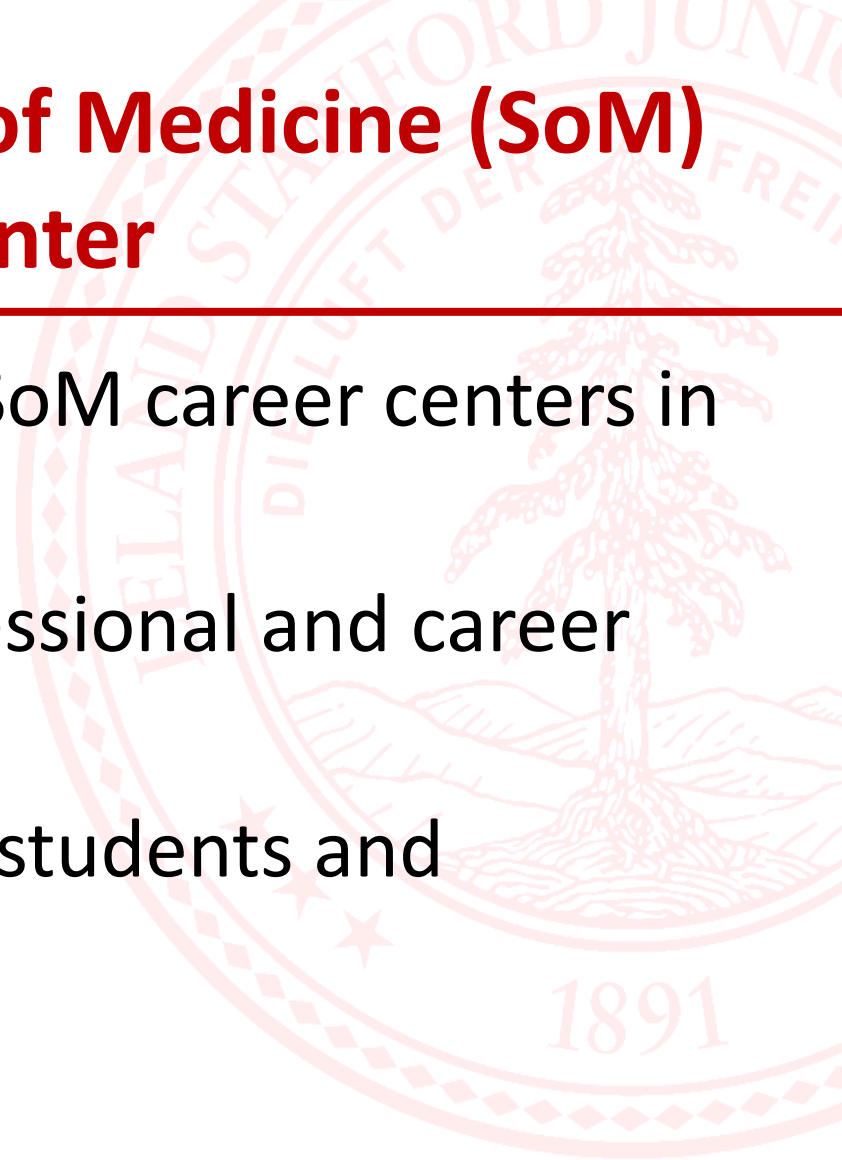
SoMCC - Our History

- Developed from trainee advocacy:
  - Bioscience students and postdocs requested a dedicated career center
- Administrators listened
- In 2004, the SoM Career Center opened

SoMCC - Our Mission

- Provide career guidance, curriculum, and resources

- Support your career-of-choice goals

- Assist with your professional and career development throughout your training

SoMCC – Careers of Choice

- Academic research

- Academic teaching

- Biotech/medical device research

- Biotech/medical device business

- Management consulting

- Law
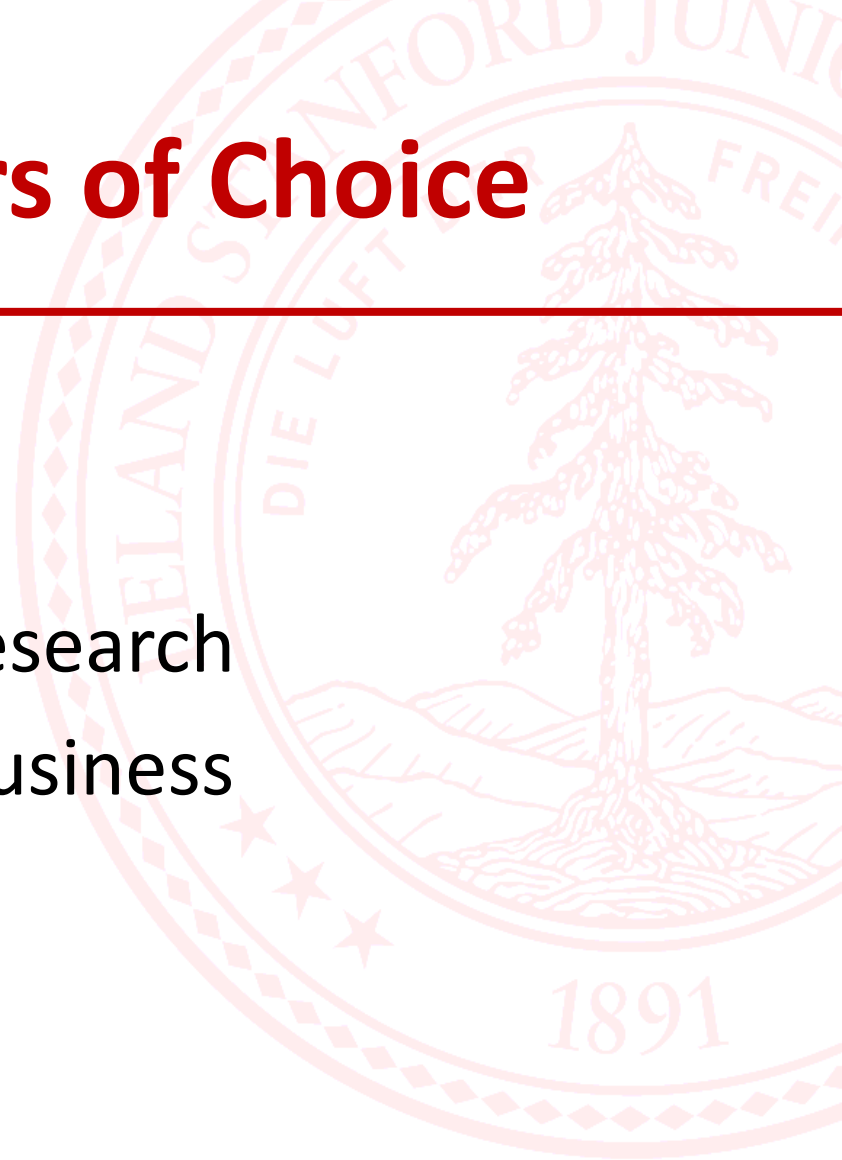
SoMCC - Careers of Choice (con't)

- Finance

- Media/science communications

- Healthcare administration

- Government/policy

- Entrepreneurship
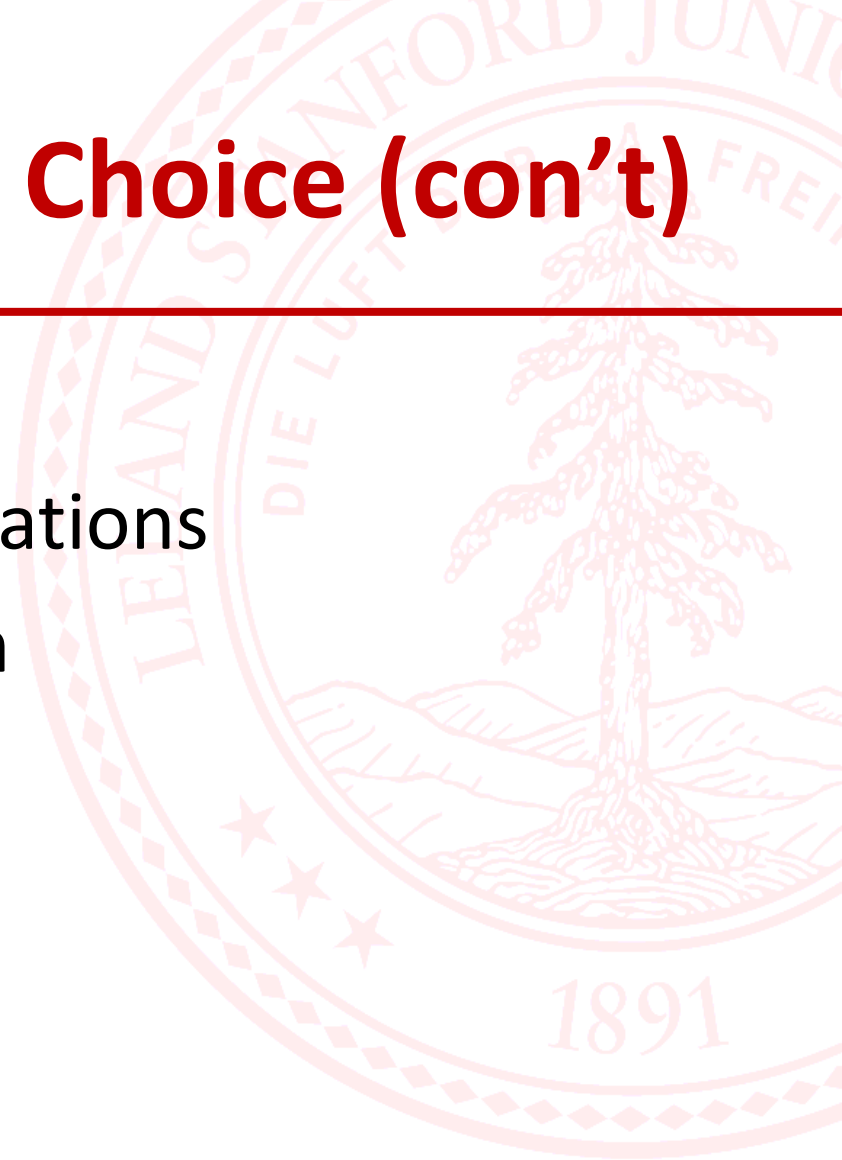
SoMCC – Our Services

- Counseling/coaching

- Curriculum

- Connections

SoMCC – Career Counseling/Coaching

- Individual, confidential appointments

- Assist with all career questions:
  - How do I make the most of my IDP?
  - How do I choose the right career for me?
  - What are my career options?
  - How do I prepare for my career of choice?
  - How do I get the job I want?
  - How can I be successful in my career?

SoMCC - Career Counseling/Coaching Services (cont.)

- Career exploration:
  - Discover your career interests, preferences, and values
  - Learn about your career options
- Assessment tests:
  - Myers-Briggs Type Indicator
  - Strong Interest Inventory
  - Values card sort
  - Motivated skills card sort
  - StrengthsQuest
  - Career Leader
  - MyIDP
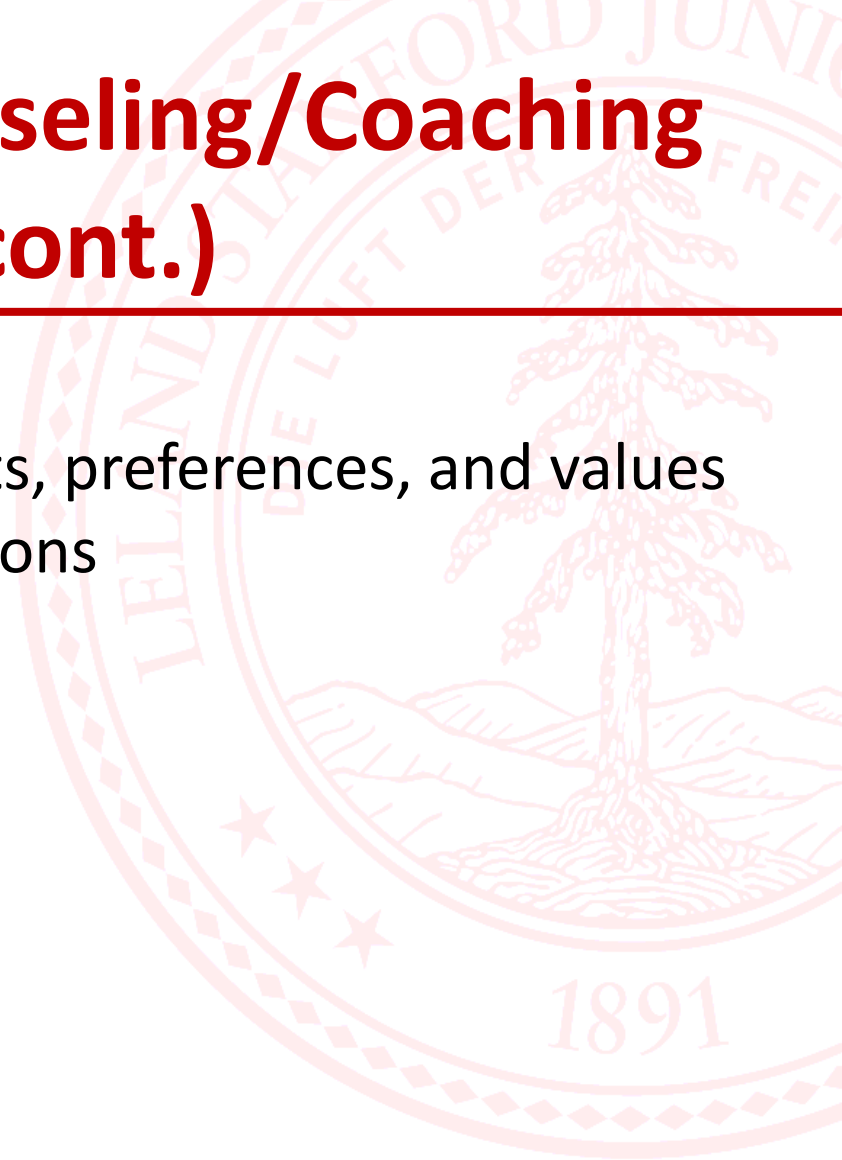
SoMCC - Career Counseling/Coaching Services (cont.)

- Job searching

- Networking

- Career success skills

SoMCC - Career Counseling/Coaching Services (cont.)

- Document review:
  - CVs
  - Resumes
  - Cover letters
  - Research statements
  - Teaching statements

SoMCC - Career Counseling/Coaching Services (cont.)

- Mock interviews:
  - Practice interviewing
  - Learn strategy and techniques
  - Rehearse job talks and chalk talks
  - Learn negotiation skills
  - Increase confidence
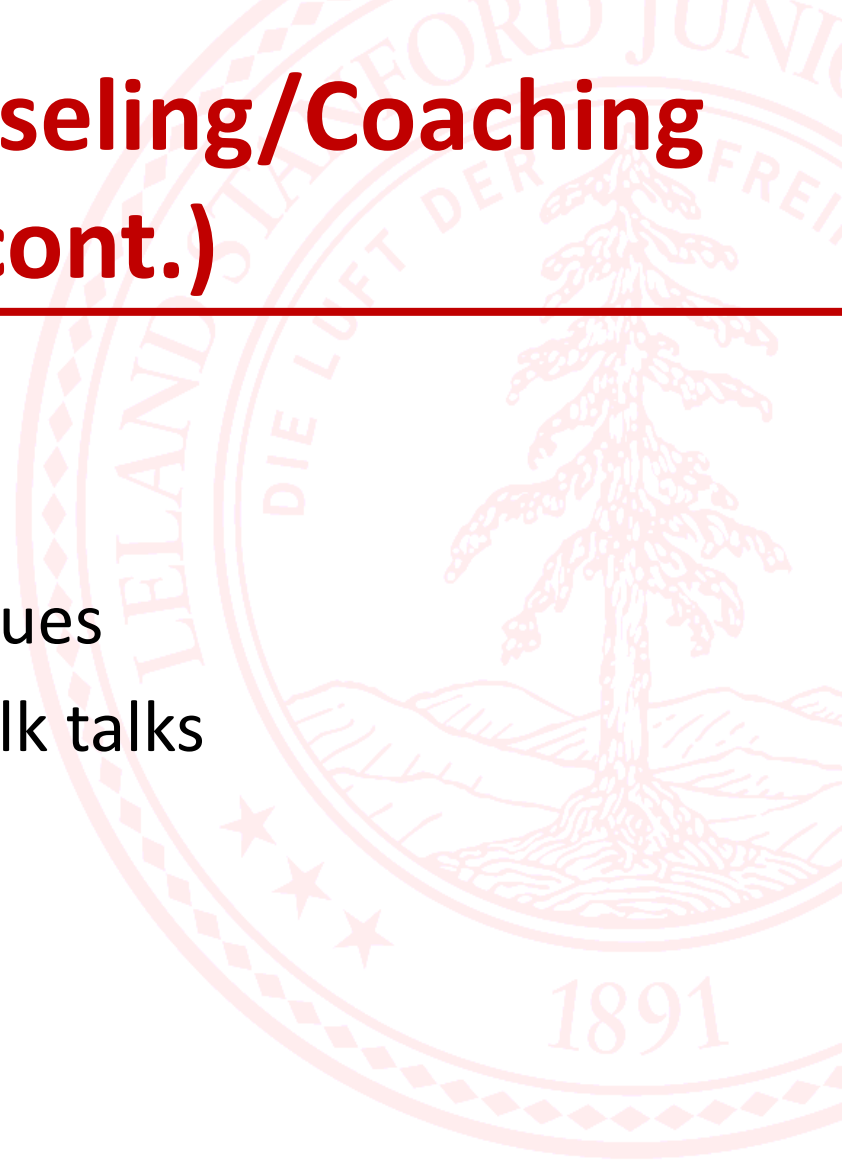
SoMCC - Curriculum

- Foundations and Panels

- Development Workshops

- Preparation & Practice

- Transitions
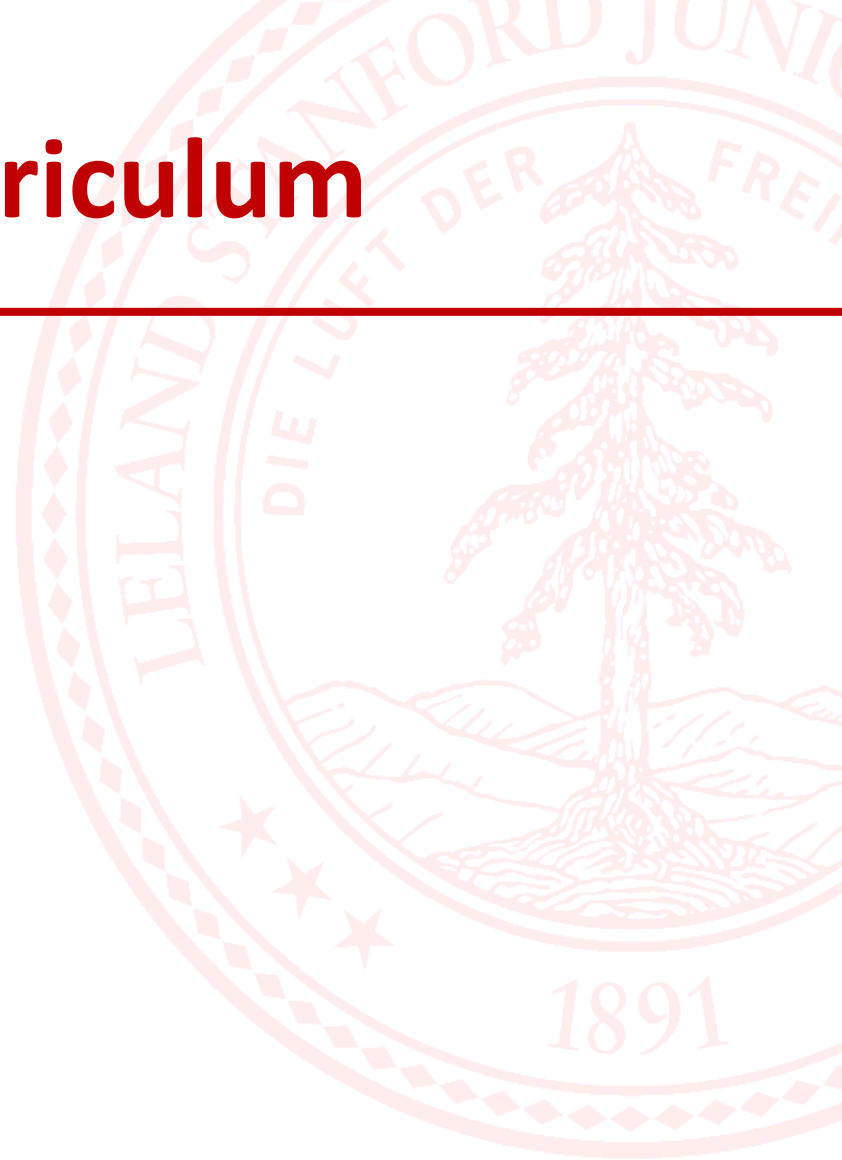
SoMCC - Connections

- Biomedical and Biosciences Industry Expo (BBIE)

- Employer site visits
  - Genentech, InVitae

- SciMed database
  - Job and internship postings
  - Employer connections

SoMCC – How to Reach Us

- Email: somcareers@Stanford.edu

- Website: http://med.stanford.edu/careercenter/

- Newsletter

- Location: Medical School Office Building (MSOB), 1265 Welch Road

Budgeting Tool

Shannon Monahan

Budgeting Tool

- Live Demo

F1 OPT STEM Updates

Tammy Wilson

F1 OPT STEM Updates

What is OPT?

- – F-1 students are eligible for 12 months of work authorization under Optional Practical Training (OPT)

What is STEM OPT?

- – F-1 students with degrees on an approved list of Science, Technology, Engineering, or Math degrees can apply for a work authorization extension if the employer uses E-Verify
- – F-1 must apply first for the 12 months of OPT and then apply again later for the extension period

Benefit of F-1 OPT and STEM OPT for hiring departments

- – The F-1 has their own work authorization without needing Stanford to sponsor a J-1 or H-1B

F1 OPT STEM Updates

What?

- New rules were published on March 11, 2016 with significant changes:
    - Increased STEM OPT period
    - Increased employer oversight and reporting responsibility
- New rules go into effect on May 10, 2016

F1 OPT STEM Updates

Important changes for employers

- <u>Duration</u>: Increases work authorization from 17 months to 24 months after initial 12 month period (36 month total work authorization)

- <u>Training Plan, Form I-983</u> – completed by the F-1 student and employer before the F-1 can submit a request for STEM OPT with F-1 sponsor

- <u>Site visits</u> – Dept Homeland Security may conduct site visits to verify information on I-983

F1 OPT STEM Updates

Impact on appointing departments

– Form I-983 –

- Develop a formal training plan with the F-1 student
- Employer reporting requirement to F-1 sponsor Designated School Official (DSO) at their International Office:
  - Material changes to the employment
  - Early termination prior to end of EAD within 5 business days
  - Evaluations – requires annual / final evaluation by supervisor
- Plan is evaluated and kept on file by the F-1 sponsor

F1 OPT STEM Updates

Questions about STEM OPT?

- <u>Stanford sponsored F-1 students working at Stanford</u> (have a degree from Stanford) – contact the student advisors at the Bechtel International Center at internationalstudents@stanford.edu

- <u>Non-Stanford sponsored F-1 students</u> – contact the student's degree-granting institution's international office

F1 OPT STEM Updates

- Bechtel Training Sessions
  - Located in the Assembly Room of the I-Center
  - Monday, April 18th , 9-10 am
    - Register:
    - http://web.stanford.edu/dept/icenter/april18.fb
  - Thursday, April 28th, 3-4 pm
    - Register:
    - http://web.stanford.edu/dept/icenter/april28.fb

F1 OPT STEM Updates

Resources

- Study in the States STEM OPT Hub: https://studyinthestates.dhs.gov/stem-opt-hub
  - Form I-983 tutorial: https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html
  - Employers and the Form I-983: https://studyinthestates.dhs.gov/employers-and-the-form-i-983
  - Form I-983 instructions: https://www.ice.gov/sites/default/files/documents/Document/2016/i983Instructions.pdf
  - NAFSA STEM OPT Rulemaking page: www.nafsa.org/stemoptrule
    - Overview and explanation of the new rule

5th and 6th Year Extensions

Al Murray

5ᵗʰ and 6ᵗʰ Year Extensions

- Postdoctoral policy is updated to include 5 years (60 months) of combined total research experience in a standard term appointment
  - No additional supporting documents are required
- For 6ᵗʰ year extensions please follow the instructions on the job aid, here:
  - http://postdocs.stanford.edu/admin/pdf-forms/JobAid_6thYearChangeRequest.v3.2016.pdf

Clinical Trainee Appointments

Alistair Murray

Debra Porzio

Clinical Trainee Appointments

- Review Postdoc Web Forms Job Aid:
- http://postdocs.stanford.edu/admin/how-to/job_aids.html

- Required documents to be uploaded for approval by OPA are copies of:
- 1. MD Diploma;
- 2. CA Medical License;
- 3. Completely filled, Initialed and Signed Patient Contact Care Form;
- 4. Billing Agreement, if applicable; and CV.

Clinical Trainee Appointments

- **If funding and benefits are provided by SH&C, no clinical appointment is required even if in a research year.**

- **House Staff, Residents and Clinical Fellows** who apply for and are awarded Research grants, sponsored projects and fellowships must have an academic appointment with Stanford University. These trainees must be dually appointed with both SH&C and OPA as Clinical Trainee.

- **Reappointments:**
  - Required documents to be given to GME on an annual basis are copies of:
  - 1. Completely filled, Initialed and Signed Patient Care Contact Form;
  - 2. Copy of original offer letter;
  - 3. Email notification from OPA of the appointment approval.

Updated Training Options

Alistair Murray
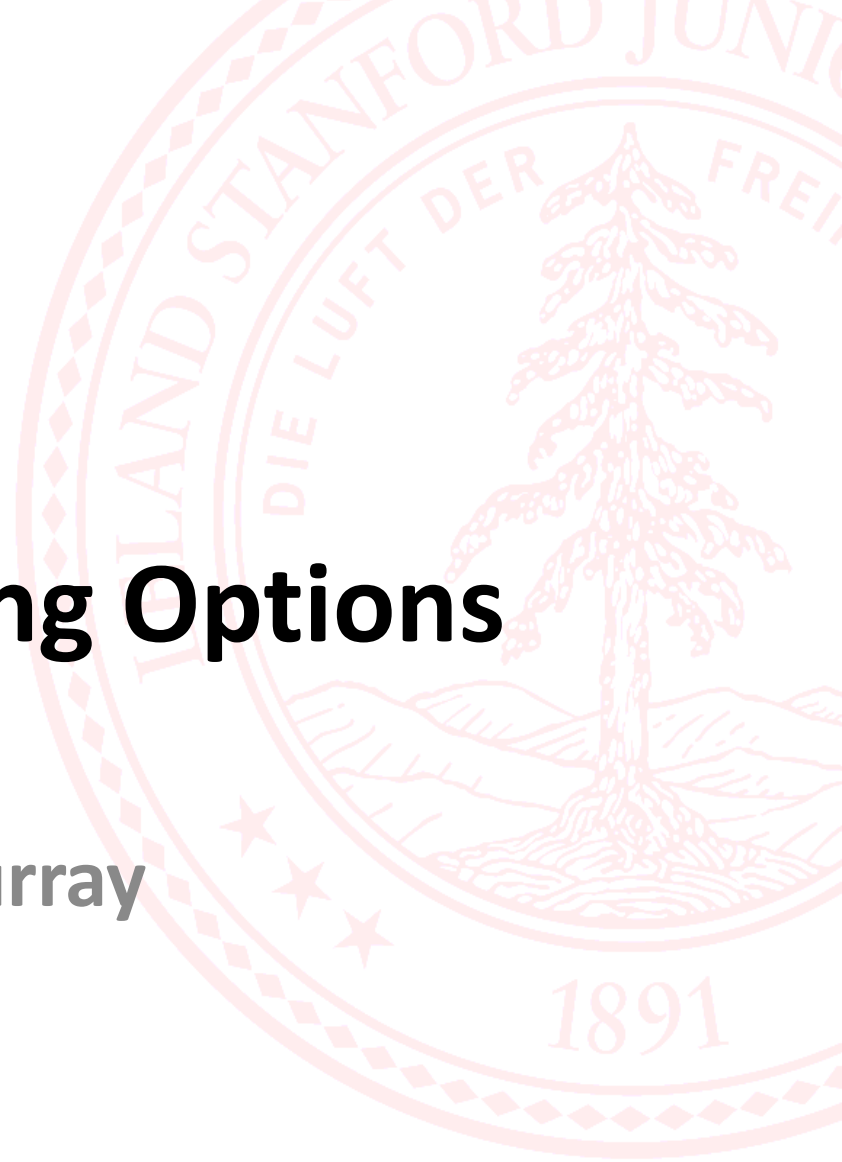
Updated Training Options

- Postdoc Policy and Web Forms Training
  - Submit HelpSU ticket to schedule training
    - Option One: One-on-one or small group, in-person training sessions in MSOB, OR
    - Option Two: On your desktop via conference software

Postdoc In-Class Training

- Postdoc Admin Training for Postdoc Policy and Web Forms:
  - First Friday of every month, 8:30 am – 10:30 am
    - **1265 Welch Road, MSOB, x140**
    - Postdoc Admin Training at MSOB is staffed only by OPA (no PeopleSoft/GFS)
    - MSOB does not have computers, so you may want to bring your laptop

- PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
  - Every Friday, 9:00 am – Noon
  - [Birch Modular, Lab B (215 Panama St)](#)

Open Forum

Questions?

HelpSU.stanford.edu

(Category: "Student Services"; Request Type: "Postdoctoral Affairs")