



GAPS Representatives Manual

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What is GAPS?

GAPS stands for the Graduate Association of Psychology Students and is the representation of graduate students in the psychology department.

How are representatives chosen?

GAPS reps are chosen after being nominated by their peers. The current GAPS reps send out a survey to all graduate students in psychology to vote for reps after they have nominated students. Surveys are usually conducted using Google Forms. In the event of a tie post survey, the two or three nominees that are tied all become GAPS reps. Otherwise, the person with the most votes becomes a GAPS rep and the person with the next highest number of votes also becomes a rep. If a third nominee would like to participate in representative duties, they may be allowed to do so. At least one rep must be a current PhD student, but Masters students are eligible for GAPS elections as well. There are always at least two reps chosen. Those nominated are free to refuse to be a GAPS rep after their nomination if they find it impossible to carry out the duties of a GAPS rep with their current schedule, however this is generally considered an honor and a way to serve fellow students although there are responsibilities in addition to the expectations of graduate student life. A representative's term is one year from the month of inauguration. Consider whom you think would make good reps in the year after your tenure and ask if they would be interested in taking on the role.

Responsibilities of Representatives

Attending Faculty Meetings/Communication with Faculty

GAPS reps are the liaison between graduate psychology students and the faculty of the department. They attend monthly faculty meetings and field concerns of the graduate students which they may then bring to the attention of the faculty in their meetings. The administration usually emails out the faculty meeting schedule (meetings are usually Fridays around noon usually the first week of the month) for the whole semester before the semester commences and free lunch is provided for those attending including GAPS reps. The administrator in charge as of the date of this manual is Karen Ritz who sends out the faculty meeting announcements and the menu's for lunch orders. In faculty meetings the reps present should make notes on the issues raised on behalf of the students and the faculty's responses to them. These should be noted in the newsletter sent out to graduate students as soon after the faculty meeting as possible.

Updating Graduate Student Directory

The Psychology Department website is working to build a student directory for all the graduate students with photos and short bios. Eventually, the goal is to have an updated database with past and present graduate students. Occasionally one or two would be highlighted to showcase their achievements. The GAPS reps are responsible for gathering the photos and bios of the graduate

students and working with Luis and Marta to build this portion of the website. Email students at the beginning of the year requesting this information. Remind students if necessary. Students with existing information are encouraged to update their previous bios with recent achievements.

Proctoring Assignments/List

The GAPS reps are tasked with dispersing the proctoring list which is a list of all class spots for which a professor has requested a proctor for an exam. Typically, the list is printed out and set on a table in room 300, or wherever preferred, where all graduate students can access it and all grad students are emailed at the same time that they may sign up for spots by the GAPS rep via the administration (currently James Cotten). Important: The reps should ask a staff administrator how many GTAs and GRAs are present in the program and divide the total number of proctoring spots by that number to determine how many spots each GTA and GRA will need to sign up for. It is better to ask students to sign up for more spots initially and be able to reduce spots later than vice versa when trying to fill the list. The list is left out for students to sign up for spots for several days and the end date is listed in the email. After this, the GAPS rep or reps (it's easier to have one person handle the list) takes the list and makes a formal typed copy so they can see how many more spots need to be filled. Once the list is complete, they send it back to the office administration and they email all graduate students with the current list and let them know how many more spots need to be filled. Standard operating procedure is that if a student is unable to come to the slot they signed up for, they find a replacement for themselves first by asking a fellow grad student and if they cannot find a replacement they must contact GAPS to let them know so they can sign up for an additional slot. All students must sign up for approximately the same number of slots. Professors should be notified, preferably by the student who filled their proctor spot, if a student cannot make their appointment. In emergencies, the GAPS rep may need to contact the professor to let them know that either the original student will not be coming, or a replacement has been found.

Social Events for the Graduate Students

The GAPS representatives are responsible for organizing social events for graduate students to attend during their tenure. These typically include beginning of the year (orientation), end of fall semester (Christmas Party) and, potentially though not always, end of spring semester get-togethers either at a restaurant or an activity place like a bowling alley or laser tag establishment. For specific events, free invitations can be sent out via a link from www.evite.com that office administrators can forward to all grad students once the invitation is created. Contact Karen to know how much the GAPS have for a budget for each event.

Beginning of Year Tour

At the psychology department orientation welcome luncheon every Fall semester, GAPS reps are responsible for either personally guiding or providing a tour for the incoming students of the campus (at a minimum the buildings on campus that are most relevant for the incoming students). This is accomplished by the reps themselves or by contacting Karen Moser at karen.moser@uta.edu who is the Assistant Director of Recruitment at UTA. She oversees all the UTA tour guides. Tell her that you'd like a tour guide for new grad students in the psych department. Make sure and send her the request at least 3-4 weeks in advance so they can have someone available for it. Dr. Fuchs should notify you of the date

for the orientation so you can plan. You may also need to let her know which buildings would be best to focus on for the tour (e.g. Life Science, Library, University Center).

Professional Development Lecture

The professional development class has a day where GAPS and the representatives are discussed. The professor generally invites the current GAPS reps for the period to explain to the incoming graduate students what GAPS is and how election as a rep works among role responsibilities. The GAPS reps should note when the professor requests this and show up prepared to speak on these points the day of the class. This is an informal talk to the incoming students who have likely a little familiarity with GAPS. This may not happen each year, but reps should be available.

Research Progress Symposium Food Accommodations

GAPS representatives are responsible for procuring food and drink for the audience of the Research Progress Symposium in the spring of each calendar year. They may procure food from anywhere but typically this involves sweets or veggie trays from a grocery store and snack foods like chips and cookies and soft drinks and water. Reps can use a dolly or A/V cart to haul in food and typically any leftover food is stored in a rep's office or perhaps the third-floor psychology department office.

Ordering GAPS T-shirts Information

Each year GAPS is responsible for creating and ordering t-shirts for the graduate students and faculty in the department. For ordering details, contact Barbara Powell (bpowell@prestige-online.net), which is who Megan Juel uses for ordering undergraduate psychology t-shirts. It is fun if one of the graduate students in the department designs the shirt! Contact Karen to verify that the department has a budget for t-shirts before placing orders.

UTA Psychology Facebook Page

Rachel Baldrige will oversee managing social media for the department and will add all GAPS reps as administrators to the Psychology department FB page. You are encouraged to send her any happenings/news/pictures related to the department for publicity. Some reps have emailed Rachel Baldrige so they can be added as admins on the Facebook page.

Email follow-up

It is helpful to keep communication between students, GAPS reps, and faculty open as much as possible. As such, after faculty meetings or when appropriate GAPS reps should send out an email to all graduate students containing some or all the following information (if you are unsure if certain information can be shared, ask Karen before emailing students):

- issues brought to the attention of the faculty
- updates on any issues brought up in faculty discussion, incoming and outgoing students
- announcements of parties GAPS is organizing

- food drives or toy drives if applicable
- psychology books being given out freely (usually books are in a cart by the office in the hallway) in the psychology department hallways if applicable
- potential classes available to grad students both within and extradepartmental

Feedback from Graduate Students

It is helpful to ask fellow students in person from time to time if they have any concerns or questions, they would like the faculty to know about either as the opportunity arises or by stopping by people's offices. This is helpful because most students do not communicate much if at all with GAPS unless they are comfortable with a GAPS rep. This indicates that you are available to listen to any concerns and available for feedback.

Updating this Manual

Please keep this manual up to date with any relevant name changes, or role/duty changes so that it may be passed on to the next reps in an accurate state.

*Please note that GAPS representative responsibilities may change or be added during your tenure as dictated by Dr. Fuchs.

Electing New GAPS Representatives

Current GAPS reps are responsible for setting up the election process for the next representatives. The new reps will be selected by the following:

1. Send an email asking graduate students for names/ nominations.
2. Create a poll with the final names listed.
3. Once new representatives are selected then email them and ask them if they will accept the position.
4. Once they accept, send out an announcement to the graduate students and faculty announcing/congratulating the new GAPS representatives.

Resources

GSS minutes

The Graduate Student Senate is a gathering of graduate students from all departments and has regular meetings of which GAPS reps may or may not attend unless they also are part of that organization. It is helpful to review the minutes of these meetings once a month or so during their tenure as reps to see if any relevant information may be present that would benefit the psychology department to know or that should be passed on to the faculty during faculty meetings as these may help them stay in the loop about university and extradepartmental happenings.

Website: <https://www.uta.edu/gradstudies/admitted/gss/index.php>

Faculty Supervisor: Dr. Jensen-Campbell

- Associate Professor of Psychology and Distinguished Teaching Professor
- Email: lcampbell@uta.edu
- www.uta.edu/lcampbell
- Phone: (817) 272-5191
- Address: Room 406, Life Sciences Bldg.
- **Notes:** Please note Dr. Jensen-Campbell is no longer the supervising faculty, but her contact information is still good to have. If you have questions about events or GAPS, please contact Karen Ritz whose information is listed below.

Proctor: One who oversees students during exams to make sure the honor code is upheld. These are extra eyes for the professors to make sure students are not cheating. If cheating is witnessed or supposed the professor should be notified immediately.

Faculty Facebook Page Administrator: Rachel Baldrige

- Title: Lecturer
- Phone: 817-272-2281
- Email: rachel.baldrige@uta.edu
- https://www.uta.edu/psychology/people/rachel_baldrige.php
- Address: Room 408, Life Sciences Bldg.

GAPS t-shirt contact information

- Barbara Powell
- Barbara@prestige-online.net
- **Notes:** Contact Karen to let her know how much the t-shirts will cost and be sure that you order or ask faculty if they would like a shirt. After the order is finalized send the invoice to Karen and she will take care of everything.

Office Administrators

Karen Ritz

- Karen.ritz@uta.edu
- Psychology Office 3rd floor
- Responsible for financial stipends and fellowships for GTA's
- **Notes:** Contact Karen to let her know how much social functions will cost, and how much your budget is to have them. For all events you will need to provide an itemized receipt. You will have to pay for the function initially, then will be reimbursed from the department at a later date (this could take about a month to process so keep that in mind!)

James Cotten

- james.cotten@uta.edu
- Psychology Office 3rd Floor

- Notes: You can draft emails to all graduate students and ask James to send them out since he has an email list. James can tell you how many GTA's there are to know how many proctor slots they should sign up for (typically 7 but may vary).

Karen Moser

- karen.moser@uta.edu
- Assistant Director of Recruitment at UTA
- Notes: She oversees all the UTA tour guides. Tell her that you'd like a tour guide for new grad students in the psych department. Make sure and send her the request at least 3-4 weeks in advance so they can have someone available for it. Dr. Fuchs should notify you of the date for the orientation so you can plan.

Past GAPS Party Locations

AMF Spare Time Lanes

- 3149 S Cooper St, Arlington, TX 76015
- (817) 465-4997
- <https://www.amf.com/location/amf-spare-time-lanes>
- Reserving lanes is a process that involves multiple communications with the bowling staff and filling out an application similar to a rent form for a rental property however students really like this place for gatherings.

Mavericks Bar and Grill

- No-frills hangout with sports airing on wall-to-wall TV screens serves up bar food & brews.
- Address: 601 E Main St, Arlington, TX 76010
- Phone: (817) 548-1442
- <http://www.mavericksbarandgrill.com/>

Freeplay

- Bar & arcade
- Address: 400 E South St., Arlington, TX 76010
- Phone: (682) 302-1178
- Contact: Gayle Wood, Email: gayle@freeplayinc.com

TopGolf

- Address: 2201 E 4th St, Fort Worth, TX 76102 • Phone: (817) 349-4002
- <https://topgolf.com/us/fort-worth/>
- Contact : Elicia Lopez > elicia.lopez@topgolf.com

Chuy's

- Address: 2401 W 7th St, Fort Worth, TX 76107 ▪ Phone: (817) 332-2489
- <https://www.chuys.com/>