

# Professional Development Resources for Academic Staff

(Academic staff includes (Sr.) Extension Educators, (Sr.) Extension Specialists, (Sr.) Conservation Scientists, Conservation Associate, Program Leader)

## **RESOURCES AVAILABLE IMMEDIATELY UPON HIRE**

- **Tuition Assistance Program**- Extension Sponsored program
  - o [www.canr.msu.edu/od/human\\_resources/Tuition\\_Assistance\\_Program.pdf](http://www.canr.msu.edu/od/human_resources/Tuition_Assistance_Program.pdf)
  - o Offers tuition reimbursement to academic staff for a Master's, Doctoral or terminal Degree.
  - o Must meet all requirements as laid forth in the policy to be considered eligible.
  - o Maximum tuition reimbursement amount is \$3,800 per fiscal year for approved programs and must be submitted for reimbursement within 90 days of successful completion of course.
- **ElevateU**- University sponsored program
  - o <http://professionaldevelopment.hr.msu.edu/elevateu>
  - o A free e-learning tool that can be accessed from the convenience of your computer through EBS.
    - Log into EBS, select My Career & Training, then select ElevateU Online Training.
  - o This site grants access to millions of online books, articles, courses (both self-lead and instructor-lead), videos, simulations and many more items.
- **MSU Library**- University resource
  - o <http://www.lib.msu.edu/>
  - o Access to millions of resources online- including journals, newspapers, e-books and data sources
- **MSU Extension - Resources for Extension Institutes** Extension resource
  - o <http://libguides.lib.msu.edu/MSU-Extension-Institutes>
  - o This guide hosts a page for each of the Extension Institutes. On the page, each team unit has a box which lists recommended databases, online resources, and other materials or guides that will give you a head start on researching that topic area.
- **MSU Extension - Resources for Organizational Development** Extension resource
  - o <http://libguides.lib.msu.edu/Ext-OD>
  - o This guide was just updated to reflect the reorganization to the newly defined core competencies. As on the EI pages, each competency has its own page and resources identified.

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## **RESOURCES AVAILABLE UPON COMPLETION OF 1 YEAR OF SERVICE FROM DATE OF HIRE**

- **Endowed Fund Awards**- Extension sponsored program
  - o [http://www.canr.msu.edu/od/professional\\_development/ended\\_fund\\_award](http://www.canr.msu.edu/od/professional_development/ended_fund_award)
  - o Available only to Extension staff with the following title: Extension Educator, Senior Extension Educator, Extension Specialist, Senior Extension Specialist, Academic

Specialist, Program Instructor, Community Nutrition Instructor, or 4-H Program Coordinator.

- Award amount varies from \$100-\$500.
- Must complete the application found at the bottom of the page (link found above) to apply.

- **KJ Moilanen Memorial Scholarship Fund Award**- Extension sponsored program

- [http://www.canr.msu.edu/od/professional\\_development/k.\\_j.\\_moilanen\\_memorial\\_scholarship\\_fund\\_award](http://www.canr.msu.edu/od/professional_development/k._j._moilanen_memorial_scholarship_fund_award)
- You must have one year of service, have a 50% or more appointment, and have your supervisor's approval.
- Award amount varies from \$500-\$3,000.
- Must complete the application found at the bottom of the page (link found above) to apply.