Am I required to take PSM when I accept a formal supervisory role?

PSM may be required by your unit when you accept a formal supervisory role. Please work with your local HR office to determine what is required.

I have been a supervisor for many years outside of UW-Madison, do I still have to take PSM?

Even if you have many years of supervision experience we still highly recommend taking PSM. Through this program you will learn about supervision expectations at UW-Madison, campus resources, and begin building a network of others across campus.

What if I only supervise students?

You are welcome to attend this program as you will learn about general supervision practices. There may be some information that will not apply directly.

Can I test out of any of the modules?

We do require that you complete all of the modules in this program. There is no option for testing out.

Do I have to take all of the classes?

To get the most out of the program and to receive a certificate you must complete all of the classes (online and in-person).

Do I have to take the classes in a particular order?

You will go through the classes in the order on the schedule with the same group of participants. Once you register for one class you will be registered for all of the classes in that series. If you miss a class in your series that one may be taken out of order.

How much time is required to complete the certificate?

There are eight online modules you need to complete, each of which should take 10-15 minutes. There are also 11 in-person classes. Class meets once a week for 11 weeks.

Is there work outside of the classes?

Yes, the online modules are required to be completed on your own time and there will be some preparation work prior to some of the classes. While the time varies by class, the online
modules typically take around 15 minutes. The outside work for the in-person classes will typically take about 30 minutes a week.

What if I have to miss a class?

Contact Julie Kovalaske, julie.kovalaske@wisc.edu or 608-890-0806, as soon as you know you will miss a class or just after you missed the class. You will have the opportunity to make the class up in another series. DO NOT try to register yourself for the make-up class as doing so will register you for all of the classes in that series.

How do I register?

Go here and select the series you would like to join. When you register for one class you are automatically registered for all of the classes in the series.

What if I don’t have regular access to a computer to complete the online modules?

First, talk with your supervisor to see if there is something you can work out. If that is not possible, contact Julie Kovalaske, julie.kovalaske@wisc.edu or 608-890-0806, to work out other arrangements.

When can I start the online modules?

You can begin the online modules as soon as you register for a series.
How do I access the online modules?

1. Register for each online module.
   a. Go here
   b. Select each online module to register

2. In the Learning and Talent Development Catalog
3. Underneath Registrations, you will see the PSM Courses listed. Click on the title of the online module class you wish to take. For example, click on “Workers’ Compensation” to take the workers’ compensation module. It will have a link at the bottom underneath Presenters for a Learn@UW online course. Click on that link.
4. You will be redirected to the Online Modules course homepage in Learn@UW. It may look slightly different from the one in this screenshot. Follow the instructions on the course homepage to get started on the modules.

5. Click on the topic listed under Content Browser. In this example, the module is Workers’ Compensation and the name of the topic under Content Browser is PSM Workers’ Compensation. The module and the topic name will always match.