

Department of Psychology

To: Teaching Assistants and Graders (TAs and Gs)
From: Dr. Gary Leak, Chairperson
Re: Guidelines for Teaching Assistants and Graders

Over the years, our teaching assistants have been a great asset to the faculty and have contributed to our success as a department. These guidelines are established to ensure your success as a TA/Grader as well as you becoming a valuable part of the department.

1. Duties: The faculty supervisor to whom you have been assigned will generally determine your duties and sometimes those duties will revolve around a particular course. It is difficult to be more specific because of the variability in work assignments among faculty members. On rare occasions, the department chairperson or office coordinator (Rhonda Kodad) may also ask you to do some small tasks.
2. Professionalism: In your role as a TA/G, you assume a quasi-professional status, and we expect you to behave in a professional manner when carrying out your duties. Professionalism is especially important when dealing with students in courses and in maintaining confidentiality with regard to department matters not intended for persons outside the department.
3. Security: Test security is one of our major and continuing concerns. We have a relatively effective system at present; however, we need your help.
 - a. **Always** lock the door when leaving the office unattended. Do so even if you are returning in a few moments. If you are the last to leave at night, make sure all padlocks are secure and lock the door.
 - b. **Never** lend your keys to anyone.
 - c. Report missing keys **immediately** to the office coordinator. Failure to report missing keys at once will result in you paying to replace the locks.
 - d. Always keep accurate counts of examinations or assignments and do not allow them to leave the office unless otherwise instructed by your faculty supervisor.
 - e. **BE ALERT** to the possibility of attempted bribery as part of an effort to obtain a test or alter a grade. Bribes may range from offers of money to romance. Please report any such attempts to your faculty supervisor or to the department chairperson.
4. Office Use: You may use your office space for personal study, as well as department duties. The offices are not to be used as social gathering spots for TAs/Gs and friends.

Each of you shares an office with several other students. You are expected to be courteous of others at all times. Offices are for work, meeting with students (for classes in which you are TA/G), and studying, but not for social events. Friends (including significant others) should not be in your office to study or for extended visits. Noise, including radios, should be kept to a minimum. If you would like to socialize, please make plans to meet in the Student Center, commons areas, or elsewhere outside of the department.

We expect you to keep your office CLEAN. The department office coordinator has cleaning materials and will get you a vacuum cleaner when necessary. Keep personal belongings in order on your desk, shelves or locker. Be considerate of others if you must share a desk. If you eat in your office, remove all traces of trash; you do not want to share your office with unwanted critters!

5. Night and Weekend Work: The main office is closes at 4:30pm and is not open on weekends. There is no evening or weekend work to be done in the department. You will need to schedule your work hours in conjunction with the office hours.

6. Time Sheets: Your time sheet will be filed in the copy machine work area. It is a scantron sheet that you and your faculty supervisor must sign. Return the time sheet to your faculty supervisor by 12:00 p.m. on alternate Wednesdays beginning in September.

You are responsible for completing your time sheet COMPLETELY and ON TIME. We expect accurate accounting for the hours you work. If you are reporting zero hours for a pay period, you still **must** complete the time sheet, and give it to your faculty supervisor. If you do not turn in your time sheet on time, you will not receive a paycheck for that period and if you are routinely late your faculty supervisor will have to take further action. Ms. Kodad will answer any questions you may have regarding your time sheet and reporting of hours.

NOTE: Sometimes pay sheets must be returned a day early, on a Tuesday, because of a holiday or at the end of a term. The office coordinator will notify you via email when this occurs.

7. Mail: You have a mail box in HLS 302. Please check it regularly. We put phone messages, mail, and notices in your mailboxes. Also, check your email daily. If you do not get the information, you are responsible for the consequences.
8. Supplies: The department office coordinator will provide needed supplies (pens, pencils, tape, staplers, red pens, etc.) whenever you need them just ask. You are also responsible for lost or stolen staplers, tape dispensers, and books at the end of the semester.
9. Copy Machine: The machine is for you to do copying necessary for your faculty supervisor, but **NOT** for personal use. Large copy jobs should be discussed with the department office coordinator or your faculty supervisor. They can tell you whether it should be done in the department or at the copy center.
10. Keys: When you get the key to your office, you will sign a key responsibility form and pay a \$25.00 deposit. The deposit cover is to cover the possible loss of key and will be returned when the key is surrendered. Keep track of your keys! Keep your office key separate from your other keys. Do not put your office keys with your car keys or house keys to avoid giving other people access to department keys if you loan someone your car or give them the keys to your residence. Do not lay down your keys at the library, computer center, or the Student Center where you might walk off and leave them. The cost of changing locks is expensive; an expense you will have to pay if you misplace your key and do not **immediately** notify us.

In your academic duties as a TA/G, you are responsible to the faculty member for whom you work. Your faculty supervisor should answer academic questions. However, the department office coordinator can help you with the following.

- a. learning how to use the copy machine and the copy center
 - b. payroll procedures
 - c. problems that you may have with departmental equipment
 - d. problems with University services that relate to your job
 - e. office assignment
 - f. supplies and procedures
 - g. learning to use the office computers
11. Use of Equipment: You are free to use the computers, copy machine, paper cutter, or other equipment in the department for work related to your position in the department.