ANTHROPOLOGY TEACHING ASSISTANT STATEMENT OF
POLICIES, REQUIREMENTS, AND ORIENTATION AGENDA
AUGUST 20, 2015
1:30-3:00 104 Lafferty Hall
TA/RA Coordinator: Erin Koch

TA Policies and Requirements, and Orientation Agenda
(Updated 1/8/16)

1) Welcome and Introductions (I encourage all graduate students to call my by my first name rather than Dr. Koch. But the latter is fine, if you prefer.)

2) Contracts and Duties
   i) Contract Dates: 8/17/19-5/6/16 (or 12/11/15 for fall semester only TA’s) OR the deadline to submit final grades for Spring 2016 (or Fall 2015 if relevant to your position).
   ii) 20 hour work week
   iii) Workload and Responsibilities: Teaching and research assistants who are also full-time graduate students may be assigned responsibilities requiring no more than 50 percent of their time. Normally for TAs, this means service for not more than an average of 20 hours per week including time spent in preparation, classroom and laboratory teaching, grading papers, email, student meetings, meeting with primary instructors, etc. (Please consult the "Policies Relative to Teaching and Research Assistants") (Univ. Administrative Regulation II-1.0-7). If at any point in the semester you find that you are working significantly more than stipulated in the aforementioned regulation please talk with your primary instructor, myself, or both of us together ASAP so that we can resolve the situation and ensure an equitable work environment for you. Please note that the role of TAs can vary, especially in terms of pedagogy and producing course content. Some faculty will invite you to write your own discussion questions and design in-class activities, and give guest lectures, for example, while others will not. If you have any concerns about your role in creating course content and pedagogy (especially as you develop expertise about what is and is not working during recitations) be sure to contact your primary supervisor ASAP. I am also here (and happy) to participate in these conversations as a neutral third party.

3) Office Staff (Department Manager: Carol Cottrill, student workers [front desk of Lafferty 211])

4) Copying: Please consult with the primary instructor or Carol for details on how to duplicate materials, especially in large quantities.

5) Make-up Exams and Video Viewing
   i) This is your responsibility
   ii) In case of emergency the Department Manager may be able to assist. However, departmental staff members are overworked and seeking their assistance should only be an absolute last resort, for example after seeking assistance from the primary instructor of your course, a fellow TA, or (if your are a Type 1 TA), your Faculty Mentor (not necessarily the TA Coordinator or your advisor). Please ensure that the student arranges this with Ms. Brooks IN ADVANCE a time to take the exam or view the video if it is not available on the Internets. Students MUST know the
name of the video they need to watch (e.g., they cannot come to Ms. Brooks and say “I need to watch the video for ANT 160”).

6) Student Privacy and FERPA: The University, College of A&S, Graduate School and Anthropology take student privacy and the protection of education records very seriously. It is your responsibility as a primary instructor or TA to ensure that you comply with all aspects of the Family Educational Rights and Privacy Act (FERPA). Please review FERPA regulations (link provided below) and come to me with any questions at any time. At the very least you should avoid discussing grades or student work in detail via email (including with UKY staff in Athletics or other departments where students have signed a disclosure waiver), should never leave student assignments (graded or not) outside of your office (i.e. in a box for students to retrieve) or post students’ grades using first or last names, and should ensure that students have privacy during office hours (do not close your office door! Instead, make sure that no one is hovering outside your doorway and/or leave the door at least halfway open.) I suggest that you also not post grades on walls in Lafferty or other buildings using Student ID#s as an identifying marker, as this information is not difficult to access through UKY websites. If you receive a request for information about students’ performance in class (for example from someone in Athletics who is monitoring student academic status, or other similar university staff) be sure to clarify that the student has signed the necessary waiver of disclosure before you share any specific information (i.e. more information than “the student is attending class regularly and is maintaining a B average.”). Remember, if students sign a disclosure waiver with one unit on campus (Athletics, etc.) you can only share information with them, not any other University units or individuals until you obtain proof of specific signed waivers. This absolutely includes any family members, friends, or other faculty. If you are a TA for a primary instructor always forward such requests for information to the primary instructor. If this becomes an issue and you have any questions please consult me before responding or providing information about students’ in-class work, assignments, attendance, etc.

7) TA Evaluation and Department Training and Mentoring
   i) Evaluation
      (a) Your advisor is responsible for filling out an in-class observation form and returning it to you before the end of the semester. If your advisor is on academic leave or sabbatical it is their job to inform the TA Coordinator if they are unable to conduct the observation and evaluation this semester so that I can conduct the observation in their absence. I have informed faculty of this requirement (via email 8-18-15). If your advisor is on leave this semester I ask that you also contact them to ensure that they ask me to schedule the TA observation required by the Graduate School ASAP. Please make comments on the form, sign it and turn it into the TA Coordinator (due 10-30-15 for Fall 2015, and 3/11/16 for Spring 2016). You, your advisor and the TA coordinator need to sign the form. The person you are serving as a TA for does not need to sign in any capacity, and the TA Coordinator signs as “Supervisor.”

   ii) I have already beseeched faculty to conduct the observations of their advisees who are teaching and provide you with feedback by the middle of the semester. Regardless, again, please remind your advisor to conduct this evaluation (and the sooner the better so you can use the feedback to improve your classroom performance). The link to the TA Observation form is below.

   iii) In-Service Teaching Workshop Attendance
(a) All TAs are required to **attend and actively contribute to/participate in** two TA in-service workshops related to teaching in the Fall 2015 semester. Starting Spring 2016 all TAs will be required to attend and actively participate in three teaching-related workshops. Because the purpose of these workshops is to provide TAs with assistance and an opportunity for consultation with their peers, the TA Coordinator will usually open up each workshops with a brief set of comments and/or questions, but they will not be acting in the role of the teacher.

(b) The TA Coordinator will note the distinction between attending and actively contributing to/participating in the workshops in the end-of-semester evaluations. The departmental and Graduate School TA orientations do not fulfill this requirement. In Fall 2015 it is mandatory that one of these be one of the two workshops that will be held within the department. Starting Spring 2016 it will be mandatory that all TAs attend and actively participate in two of the three departmental teaching-related workshops. The dates and times for the departmental Fall in-service workshops are Friday October 9 from 4-5:30 in Lafferty 213 and Friday November 6 from 4-5:30 in Lafferty 213. There are no classes or recitations at these times, and the workshops do not conflict with any TA or Anthropology graduate course schedules. The topic of the October workshop is “Teaching Sensitive and Controversial Subjects” as per the consensus of TAs present at the mandatory departmental TA orientation on 8-20-15. The topic of the November in-service workshop is “Writing Assignments and Preparing Grading Rubrics.” (I assure you that it will be more interesting than it sounds!). The dates and times of the Spring departmental workshops

(c) It is acceptable for you to fulfill the requirement to participate in two teaching workshops in Fall 2015 or three in Spring 2016 by attending one within another unit within the University (CELT, The Graduate School, etc.). **In such instances, proof of attendance is required.** You must e-mail me (erin.koch@uky.edu) within a week of the workshop to confirm your attendance. Your email should indicate the title of the workshop, its organizer (CELT, etc.), the location, and the date and time it took place. If I do not receive this information I will not know that you have attended and will note this in your end-of-semester evaluation. Please see Graduate School and CELT websites for information about their workshops.

iv) I am here to serve as your mentor and confidante regarding teaching policies and procedures. I will also work as a liaison and mediator if necessary. Please do not hesitate to come see me. **When you contact me by email please be sure to leave out specific information regarding students, including their name, etc.** You have several other resources within the department, namely the primary instructor for the course (if that is not you), other faculty who have taught the same course, and your advisor. In addition to the primary course instructor, if that is not you, I encourage you to speak with your advisors for advice and assistance for matters regarding a specific course. If you are a Type I TA either your advisor or (if they are on leave or sabbatical) a member of the Graduate Studies Committee (GSC) will be assigned to you as a teaching mentor to discuss pedagogical strategies and course content. If you are having difficulties (with students, the primary instructor, or myself as TA Coordinator) the earlier we address them, the better.
8) The Syllabus is a Contract: http://www.uky.edu/Ombud/ForFaculty_CourseSyllabus.php
   i) Reiterating and reinforcing the primary instructor’s syllabus and making changes
   ii) University Senate Syllabi Guidelines (link above)

9) Classroom Behavior (yours and theirs)
   Regardless of whether you are a primary instructor or an assistant to one, it is your
   responsibility to set the tone for respectful and civil discussion in ways that encourage
   and teach students to express their diverse opinions without judgments or offending
   others. The range of challenges in doing so is vast and beyond the scope of our
   conversation here today. If you have any concerns about how students are treating one
   another and/or treating you in the classroom or office hours and you are unsure how to
   address the situation please contact the primary instructor and/or me ASAP (again,
   avoid including student-specific details in email correspondence). You should also
   familiarize yourself with anti-discrimination laws relevant to education, and especially
   Title IX of the Education Amendments of 1972 (link below).

10) Academic Integrity
   i) All University instructors are required to follow university policy regarding academic
      offenses. Should you encounter an academic offense or suspected offense in
      any of the courses you teach, be sure to talk with me or the primary instructor
      for the course (if that person is not you) immediately prior to grading the
      assignment, to contacting the student, or posting the grade. The departmental
      chair will be responsible for determining whether there is sufficient evidence to
      pursue the case, contacting the student, and proceeding according to university
      policy from there. If you are the primary instructor, contact the TA Coordinator
      immediately prior to grading the assignment, contacting the student, or posting the
      grade and we will consult with the Chair, as per University policy. Some indicators of
      plagiarism include differences in sentence structure and writing style within the same
      assignment (or between assignments), different font styles and colors, ambiguity or
      inconsistency between sources cited and those in the bibliography, etc. You should
      also be aware of websites that provide students with pre-written essays for a fee.
      These include Adventures in Cheating, Essay World, Free Essay Network, and Top
      100 Essay Sites. If you suspect plagiarism in an assignment I suggest you Google a
      phrase or sentence, and also contact the primary instructor or me.

      (a) UKY Academic Offence Policy for faculty: http://www.uky.edu/Ombud/ForFaculty_AcademicOffenses.php
      (b) UKY Academic Offense Policy information for students: http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php
      (c) UKY Office of Academic Ombud Services provides a PDF titled “Plagiarism:
          What is it”? I suggest that you make this link available on syllabi, assignment
          handouts, and Canvas. If you are not the primary instructor talk with them
          about using class time in the first week and when discussing the first
          assignment to show them the document and discuss its primary points.
          http://www.uky.edu/Ombud/Plagiarism.pdf

11) Discussion
i) The first day of class (Insights from those with prior teaching experiences regarding successful ice-breakers, tips for quickly learning students’ names, etc.) and other helpful hints and concerns

ii) Discussion of TA in-service workshops

12) Important Websites (I have reordered since our orientation and suggest that you consult the first 13 before classes start. If you have any questions about why I have included these specific resources here please come talk with me).

Center for the Enhancement of learning and Teaching (CELT)
http://www.uky.edu/celt/ (be sure to join the listserv for workshop and other resource/event announcements)

UKY Learning Management Systems (Canvas and Bb):
http://www.uky.edu/canvas/

Early Alert Referral System http://www.uky.edu/UGE/alert

Academic Calendars http://www.uky.edu/registrar/content/academic-calendar

UKY Office of Academic Ombud Services:
http://www.uky.edu/Ombud/

US DOE on FERPA

UKY on FERPA and Student Privacy:
http://www.uky.edu/registrar/FERPA-privacy

Office of Institutional Equity and Equal Opportunity (OIEEO)
http://www.uky.edu/EVPFA/EEO/index.html

OIEEO Explanation of Relevant Terms and Laws:
http://www.uky.edu/EVPFA/EEO/terms_laws.html

Disability Resource Center (DRC):
http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/

Violence Intervention and Prevention Center (VIP):
http://www.uky.edu/StudentAffairs/VIPCenter/

Title IX and (Sex) Discrimination (See also the UKY OIEEO Website)
http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

The Study (UKY’s hub at Academic Enhancement for help with writing, studying for and taking exams, taking notes in class, etc. They have lots of great resources, including 1-page handouts, for students and faculty. They will also come give presentations to your class)
http://www.uky.edu/AE/home

Undergraduate Education http://www.uky.edu/UGE/
The Graduate School  http://www.gradschool.uky.edu
The “Absent Professor” Program Offered by Academic Enhancement Center  
http://www.uky.edu/AE/absentprofessor
A & S Advising  http://www.as.uky.edu/advising

UKY Graduate School Virtual Resource Fair:  

UKY Graduate School 20-Minute Mentor Commons:  
http://www.research.uky.edu/gs/StudentDevelopment/Mentor_Commons.html

UKY Institutional Research & Advanced Analytics:  
http://www.uky.edu/iraa/

Faculty Support for TCE Process:  
http://www.uky.edu/eval/content/facultystaff-support

Student Support for TCE Process:  
http://www.uky.edu/eval/content/student-support

The Graduate School also provides an excellent list of internal and external websites related to teaching. Several of the internal websites are listed above:  
http://www.research.uky.edu/gs/StudentDevelopment/TA_Resources.html