

ANTHROPOLOGY TEACHING ASSISTANT STATEMENT of POLICIES and PROCEDURES 2016-2017¹
2016-2017 TA/RA Coordinator: Erin Koch, Lafferty 218, erin.koch@uky.edu

- 1) Office Staff: The Anthropology Senior Department Manager is Carol Cottrill (Lafferty 203C). The Department Manager carries numerous responsibilities, and is not responsible for TA-related work issues. Please do not seek assistance from the Department Manager until you have consulted with the Primary Instructor of the course you are assigned to, the TA Coordinator, a fellow TA, your Faculty Mentor (Type 1 TAs only), the DGS, or relevant UKY resources regarding policies and procedures.
- 2) Contracts and Responsibilities:
 - i) Graduate School Contract Dates: 8/15/16-5/5/17 (or the last date of the semester in which you hold a TA position, as per the UKY Academic Calendar).
 - ii) Workload: TAs and RAs are first and foremost full-time graduate students. You will be assigned responsibilities requiring no more than 50 percent of your time/not more than an average of 20 hours per week, with an understanding that you might work less or more than this average some weeks due to grading, etc. TA responsibilities include class preparation, classroom and laboratory teaching, grading assignments, email correspondence, Primary Instructor and student meetings, etc. (Please consult the "Policies Relative to Teaching and Research Assistants", Univ. Administrative Regulation [AR] 5.2, link below). If at any point you find that you are working significantly more than stipulated in the aforementioned regulation, please talk with your Primary Instructor and/or the TA Coordinator ASAP so that we can resolve the situation and ensure that your employment situation is equitable and efficient. I recommend that you keep a weekly log of the hours you spend working on various tasks.
 - iii) Please inform your Primary Instructor of any days/times during the week when you are not available for any TA-related matters because of your own schedule related to graduate seminars, proposals, Qualifying Exams, etc. (i.e. a day of the week when you are not in lecture, recitation, or office hours, and that you reserve for working only on matters related to your status as a graduate student).
 - iv) The role of TAs will vary in terms of pedagogy and producing course content. If you have any concerns about your position, especially as you develop expertise about what is and is not working during recitations, be sure to contact your Primary Instructor and/or the TA Coordinator ASAP.
- 3) Copying and printing: Please consult with the Primary Instructor and/or Carol Cottrill for details on how to duplicate *any course-related materials*, including student papers or other assignments, especially in large quantities. *The Primary Instructor is required to provide you with their faculty code for the copy machine in Lafferty 211 or any departmental printers.* It is not appropriate for Primary Instructors to expect or ask TAs to print any course-related materials on campus printers (including in the Graduate Student Computer Lounge) or use their personal printers, unless a TA agrees to do so. Be sure to make explicit arrangements with your Primary Instructor at the start of each semester, keeping documentation thereof.
- 4) Make-up Exams and Video Viewing: It is your responsibility to schedule makeup exams, video screenings, etc. with students and the Primary Instructor. You should establish a policy for this with the Primary Instructor at the beginning of the semester. Please do not ask the Department Manager for assistance with these tasks.
- 5) Student Privacy and FERPA: The University, College of A&S, Graduate School, and Anthropology Department 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 understand and 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. 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). Do not leave students' assignments (graded or not) outside of your office, or post

¹ This document supersedes all previous versions and is subject to change.

students' grades using first or last names or Student ID#s as an identifying marker. 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. If students sign a disclosure waiver with one unit on campus 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 requests for information on student grades or overall performance to the Primary Instructor. If you have any questions about complying with FERPA (including the use of shared TA offices in relation to student assignments) please consult me before responding or providing information about students' in-class work, assignments, attendance, etc. You must also ensure that students have privacy during office hours. However, 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.

6) TA Evaluation, and Department Training and Mentoring:

i) Evaluation

(a) **Your advisor** is responsible for filling out the Graduate School's in-class observation form and returning it to you by the mid-term of the semester. If your advisor is on academic leave or sabbatical, it is their job to inform the TA Coordinator so that they or another member of the Graduate Studies Committee (GSC) can conduct the observation in their absence. You should have a follow-up meeting with your advisor or the person who conducts the observation and comment on the form. Subsequently, please sign and turn it into the TA Coordinator by the following dates for Fall 2016 and Spring 2017, respectively: 10-14-16 and 3/10/17. You, your advisor and the TA coordinator need to sign the form. **NOTE:** The Primary Instructor of your course does not need to sign in any capacity, unless they happen to be your advisor and/or and the TA Coordinator. **The TA Coordinator always signs as "Supervisor."** The link to the TA Observation form is below.

ii) In-Service Teaching Workshop Attendance and Participation

- (a) **All TAs are required to attend and actively contribute to/participate** in three TA in-service workshops *related to teaching* each semester, at least two of which must be among those organized by the Anthropology TA/RA Coordinator. The departmental and Graduate School TA orientations do not fulfill this requirement. The TA Coordinator will note the distinction between attending and actively contributing to/participating in the workshops in the end-of-semester evaluations. This information will also be factored into UKY TA Teaching Award nominations.
- (b) It is acceptable to fulfill the requirement for one of the three workshops 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 the TA Coordinator within one 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 the TA Coordinator does not receive this information they 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.
- (c) 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 workshop with a brief set of comments and/or questions, but they will not be leading the entire workshop. Instead, the TA Coordinator will field questions and facilitate *our group discussions*. The TA Coordinator will note attendance and the distinction between attending and actively contributing to/participating in the workshops in the end-of-semester evaluations.
- (d) The dates and times for the departmental Fall 2016 in-service workshops are Friday September 9, Friday October 7, and Friday November 4 from 3:00-4:30 in Lafferty 213. There are no Anthropology graduate seminars, undergraduate lectures, or recitations at these times. We will devote the first workshop to discussing early-semester successes

and troubleshooting any difficulties. We will also select the topics of the October and November workshops at this Orientation and/or in September. The dates and topics of the Spring departmental workshops are TBA.

- iii) Working with the TA Coordinator: I am here to serve as your mediator, liaison, and confidante regarding teaching policies and procedures. 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, 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. If you are having difficulties (with students, the Primary Instructor, or myself as TA Coordinator) the earlier we address them, the better. . **When you contact me by email please be sure to leave out specific information regarding students, including their name, etc.**
- 7) The Syllabus is a Contract: http://www.uky.edu/Ombud/ForFaculty_CourseSyllabus.php
- i) It is your responsibility to familiarize yourself with all University Senate and Ombudsman policies regarding course syllabi.
- 8) Student, Faculty, and TA Classroom Decorum:
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 the TA Coordinator ASAP (again, avoid including student-specific details in email correspondence). You should also familiarize yourself with anti-discrimination laws relevant to education, including University and Departmental Diversity statements, and Title IX of the Education Amendments of 1972 (links below).
- 9) Academic Integrity:
- i) All University instructors are required to follow university policy regarding academic offenses. **Should you encounter an academic offense or suspected offense, be sure to talk with me or the Primary Instructor (if that person is not you) immediately prior to grading the assignment, prior to contacting the student, and prior posting a grade.** The Departmental Chair will be responsible for determining whether or not 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 a 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.
- (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 students 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>
- 10) 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 workshop topics

11) Important Websites (University-Specific and More General):

UKY Graduate School Information on Teaching and Research Assistantships (Including link to TA Observation form):

<http://www.research.uky.edu/gs/StudentFunding/tarainfo.html>

UKY Policies Relative to Teaching and Research Assistants:

<http://www.uky.edu/regs/files/ar/ar5-2.pdf>

UKY 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

<http://www.uky.edu/canvas/>

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

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

UKY Anthropology Department Statement on Diversity:

<https://anthropology.as.uky.edu/diversity-0>

UKY Office of Institutional Equity and Equal Opportunity (OIEEO)

<http://www.uky.edu/EVPFA/EEO/index.html>

UKY OIEEO Explanation of Relevant Terms and Laws:

http://www.uky.edu/EVPFA/EEO/terms_laws.html

UKY Disability Resource Center (DRC):

<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>

UKY Office of Intuitional Diversity:

<http://www.uky.edu/diversity/>

UKY Martin Luther King Center:

<http://www.uky.edu/mlkc/>

UKY Office of LGBTQ Resources:

<http://www.uky.edu/lgbtq/>

UKY Violence Intervention and Prevention Center (VIP):

<http://www.uky.edu/StudentAffairs/VIPCenter/>

UKY Center for English as a Second Language (ESL):

<https://esl.as.uky.edu/>

UKY Counseling Services:

<http://www.uky.edu/StudentAffairs/Counseling/>

UKY Office of Academic Ombud Services:

<http://www.uky.edu/Ombud/>

UKY on FERPA and Student Privacy:

<http://www.uky.edu/registrar/FERPA-privacy>

Title IX and (Sex) Discrimination (See also the UKY OIEEO Website)

http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

US DOE on FERPA

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.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>

UKY "Absent Professor" Program Offered by Academic Enhancement Center

<http://www.uky.edu/AE/absentprofessor>

UKY Undergraduate Education <http://www.uky.edu/UGE/>

UKY A & S Advising <http://www.as.uky.edu/advising>

UKY Graduate School <http://www.gradschool.uky.edu>

UKY Graduate School Virtual Resource Fair:

http://www.research.uky.edu/gs/StudentDevelopment/TA_Virtual_Resource_Fair2015.html

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/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, including some of those listed above:

http://www.research.uky.edu/gs/StudentDevelopment/TA_Resources.html