

EED Graduate Teaching Associate Policies

This document outlines the expectations for graduate teaching associates (GTAs) employed by the Department of Engineering Education (EED). Attendance, preparation for class/lab, in-class/lab behavior, grading, and out-of-class/lab duties are addressed. GTAs will be held responsible for the contents of this document. This document is subject to change. Any such changes will be communicated to all GTAs and other EED instructional staff through an email to their osu.edu email addresses.

Attendance: GTAs are expected to attend every class, lab session, open lab, training, or review they have been scheduled to, arriving on time and staying until completion.

- GTAs must notify the instructor directly, and as soon as possible, concerning circumstances that will lead to a late arrival, early departure, or complete absence from an assigned class/lab or other duty such as open lab. In addition, GTAs must attempt to arrange a substitute and, when arranged, this information must be communicated to the instructor.
- Acceptable reasons for missing class include family emergencies, illness, interviews, unavoidable class conflicts, or events where they are representing the University.
- Absences and tardiness should be minimized. Unapproved absences and tardiness will affect priority in staff scheduling for the following term and may affect re-hiring for the following term.

Preparation for Class/Lab: GTAs must be prepared to assist students with their assignments.

- GTAs must review the preparation and application materials before arriving to class.
- GTAs must complete relevant training each term to ensure proficiency in the necessary skills.
- GTAs must come prepared to give assigned lectures and are responsible for being familiar enough with the material to answer student questions.
- GTAs must attend scheduled weekly team meetings as established by the instructor of record.

In-class/lab Behavior: GTAs must contribute to creating a supportive, inclusive, and professional learning environment in the classroom.

- GTAs must be proactive and professional in the classroom.
- GTAs must avoid creating distractions that detract from the learning environment. In particular, side chatter should be kept to a minimum.
- GTAs must circulate throughout the room, engaging with students and assisting as needed.
- GTAs must use encouraging and professional language when in the presence of students.
- GTAs must dress professionally while interacting with students in the classroom and while engaged in official EED duties.
- GTAs must maintain clear and frequent communication with their instructional team to promote consistency and minimize miscommunication on subjective assignments.
- GTAs must wear provided name tag to every class unless directed by instructor.

Grading: GTAs are responsible for ensuring that the grading of the assignments associated with their sections is completed in a timely manner, is consistent across the instructional team, and provides appropriate feedback to students.

- GTAs are required to assist their assigned UTAs with grading each semester as needed.
- GTAs will return all graded items to students at the designated class meeting.
 - Class assignments should generally be returned to the students at the following class meeting, unless previously arranged with the course instructor.
 - Laboratory assignments should generally be returned to the students no later than one day before the following lab period. GTAs are encouraged to return graded lab assignments to the students earlier when possible.
- All work must be returned to students before they are tested or quizzed on that material.
- In situations where assignments cannot be graded and returned in a timely manner, the course instructor must be notified as soon as possible.
- GTAs must follow the rubrics provided to them by the instructional staff. Disagreements with the rubric should be discussed with the current course coordinator.

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- GTAs must adhere to and enforce the late policies stipulated in the course syllabus. Exceptions may only be made at the discretion of the course instructor.

Relationships: GTAs must maintain proper relationships with all students and other TAs.

- GTAs' first priority must be helping students rather than socializing with students and other TAs.
- A TA who is in a relationship with another TA should not work on the same teaching team or in the same room for open labs. If a TA assignment conflicts with this policy, either prior to or during a semester, TAs must notify one of the instructors. Regardless of assignments, TAs in relationships must always remain professional in the work environment.
 - A GTA may never oversee class, lab, open lab, or review session if they are in a relationship with one of the UTAs working.
 - GTAs must also notify an instructor if, for any other event, they will be working with a TA with whom they are in a relationship.
- At no point may a TA be in a romantic or dating relationship with any student enrolled in an EED course in which they are assigned as a TA.
- Out of class interactions with students must be conducted in a professional and legal manner.
- At no point may a GTA be allowed to be with a student in any situation where illegal activities are being conducted (i.e. underage consumption of alcohol, drug use, etc.).
- GTAs are strongly advised to keep relationships with students professional. Keep discussions relevant to classroom learning and engineering education.

Out-of-class Duties:

- GTAs must hold a minimum of 3 office hours per week. Keep noise level to a minimum in the Hitchcock (HI) 342 office. Feel free to hold office hours in other academic locations such as HI 316, Hitchcock classrooms, etc.
- If required, GTAs must monitor open lab for a required amount of hours (determined based on current staffing needs).
- GTAs are expected to contribute to ongoing out-of-class/lab projects that benefit the first-year engineering program or Department of Engineering Education (EED). Ongoing projects include, but are not limited to, staffing open lab, assisting with curriculum development, preparing for the spring competitions, engineering education research, recruiting, department-wide events, hosting visitors to the Department, EED web and software support, and administrative tasks.
 - Attending required trainings, preparation for class/lab, attending class/lab, and grading assignments does not fulfill the GTAs' weekly out of class hours, and additional projects as mentioned above should be pursued in order to fulfill GTA appointment requirements.
- GTAs are expected to complete all assigned duties and projects by the dates provided by the lead GTAs and instructors. If unforeseen circumstances make this impossible, GTAs must notify the lead GTAs and instructors with at least 72 hours' notice.
- GTAs must fill out the Qualtrics survey to report what work they complete each week.

General Guidelines:

- GTAs must follow all University Policies including (but not limited to): no smoking on campus, no alcohol consumption in university buildings, respect for university property and spaces, and respect for all members of the university community.
- Any form of sexual harassment will not be tolerated and must be reported.
- All EED employees should avoid storing students' grades on personal computers or electronic devices.
- All EED employees have 24/7 access to EED classrooms. Care should be taken to clean up personal space after leaving these classrooms. Failure to do so will result in removal of privileges.

Not Meeting These Expectations:

- Failure to meet these expectations will affect priority in staff scheduling and/or re-hiring for the following term. Repeat offenses during a term may lead to immediate reassignment or dismissal.