

Appendix II- Teaching Assistantship Information

(October 2015)

Overview

This entire section is specifically for those eligible and interested in securing a teaching assistantship. These highly desirable positions come with a great deal of responsibility. The following pages are meant to give an overview of the process and expectations of the position.

Faculty Mentor

Upon appointment each Graduate Teaching Assistant is provided a faculty mentor. This person is generally the faculty member you "shadowed" while preparing to teach and may or may not be the same faculty member who holds the position of Faculty Advisor. If you are not aware of who has been assigned to be your Faculty Mentor for your GTA assignment, please contact the graduate office. Your faculty mentor is your point person and can provide advice and assistance with all issues regarding your GTA assignment.

AE6100

AE6100 is a class required by the Board of Regents for all GTA. Ideally it should be taken in the first semester of your teaching assistantship. The class will cover all aspects of the teaching experience and review School of Art and Design teaching policies. Failing to satisfy this requirement will preclude you from teaching.

Syllabi

All GTA are responsible for creating a comprehensive and informative syllabus for your class. Consult with your GTA Mentor for assistance and to learn policies specific to your discipline. It is important to schedule one exam or grade to be given before the final withdrawal date for the semester. You must submit a syllabus to the Art and Design Administrative Office for every course you are teaching each semester.

GSU has specific requirements for syllabi content. Course syllabi shall contain the following items of information:

1. Complete course title and number; name of professor; term, year;
2. Statement of faculty member's accessibility to students outside of class (e.g., office hours, telephone number);
3. Prerequisites (if any) for the course;
4. Course objectives that specify measurable and/or observable student learning outcomes. These learning outcomes should state course objectives in language that makes explicit the knowledge and skills students should have after completing the course.

5. Course assignments (e.g., required readings and activities) and due dates;
6. Specific course requirements (e.g., written and oral tests and reports, research papers; performances).
7. Grading policy: how the final grade is to be determined with respect to the weights assigned to various course requirements;
8. Attendance policy (see current University general Catalog for University guidelines). Syllabi should state specific requirements for attendance including requirements for the frequency and kind of participation by designated channels;
9. List of text(s) or other required course materials;
10. Make-up examination policy;
11. All syllabi should include the following statement: 'The course syllabus provides a general plan for the course; deviations may be necessary.'
12. All syllabi should refer to the Policy on Academic Honesty (<http://www2.gsu.edu/~wwwfhb/sec400.html#409>).

Accessing Class Rolls on GoSolar

In order to access Class Rolls thru GoSolar the GTA name must appear on the official Schedule of Classes distributed by the Office of the Registrar on GoSolar (not "Staff"). Do to the fluid nature of scheduling this often does not happen till classes have begun. If your class is listed as "Staff" be sure to read the next section "Accessing Class Rolls Manually". Assuming you are the teacher of record you will be able to access the class thru your GoSolar account. The class roll may change throughout the semester reflecting changes in the roll, such as students being added or dropped from the class. Following the late registration period, GTA may print "Change Day," post-registration class rolls. Approximately two weeks prior to the mid-point of the term, GTA must verify the accuracy of these rolls and submit them through the GoSolar website. Students not on these rolls should be sent to the Office of the Registrar. Official rolls are produced after the midpoint of the term. If errors are detected in the official rolls, these should be brought to the attention of the Office of the Registrar. This should be done through an email to Registration Adjustment (RegistrationAdjustment@langate.gsu.edu).

Accessing Class Rolls Manually

In the event you are not listed by name as the official teacher of record you will need to access the rolls through a proxy. Contact Adam Wagner in the main art office he can assist you. Note: though it may more complicated to access the information manually you will still need to be aware of changes to the roll during late registration period and be responsible for verifying your class rolls two weeks prior to the mid-point of the term.

Final Examinations

A final examination is defined as an examination to be given during the scheduled time and day after the end of classes for the term. The schedule of times and days during which such final examinations are to be given is in the online Registration Guide on the GoSolar homepage. Since the academic nature of most studio classes does not warrant a traditional final examination it is up to the instructor to use the designated for an alternative form of examination (for example, a final critique or individual meetings).

Overflows

All classes have enrollment limit and instructors are not obligated to let in students beyond the posted limit. However, you may be approached by students asking to join the class. If you choose allow a student(s) to overflow the class you will need to first get them to complete an overflow form (found in the main art office). Then follow the directions below for adding students to your class.

Adding Students to your Class

If a student has been attending your class and his/her name does not appear on your class roll, you will need to send an email to (Please copy Adam Wagner on this email):

Art Reg Approve@langate.gsu.edu (if using Groupwise on campus)

Art_Reg_Approve@langate.gsu.edu (if using Groupwise Webaccess for email)

IMPORTANT NOTE: Art Reg Approve is for official use only. The teacher of record for a given class is the only person that should make requests using this address.

You must include the following information:

1. In the subject line write "Request to add (name of student) to (course name and number)."
2. Repeat the request in the text section;
3. Enter student's name;
4. Enter student's ID number;
5. Enter course name and number
6. Enter CRN – the 6 digit number associated with your specific section of the course.

Note: The email must be sent from your GSU email address.

Suggested Attendance Policy

"Attendance at every class is mandatory and is taken at the beginning of each class. If you are enrolled in a class and do not attend the first and second class meetings, you will be asked to drop the class. Classes begin at stated times and lateness is unacceptable. Leaving early or arriving late is counted as a half absence. If you come to class late, it is your responsibility to notify me after class that you were late, not absent, and to request a change in the attendance record from absent to late. If you fail to do this, be aware that your attendance record remains as an absence. Your final grade will be reduced by one letter grade for each and every absence after the third absence. There are no "excused" absences. It would be wise to save your 3 allowable absences in anticipation of emergencies. It is your responsibility to inform me in advance of a class that you know you must miss. You will be held responsible for the material covered in the missed class and must consult with your fellow students to receive all instruction and information covered in the class."

Textbooks and Other Course Materials

Textbook and course material selection is the prerogative of the instructor except when departments or colleges have selected textbooks for multiple-section or required courses. Faculty will strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementing regulations.

Withdrawal Procedures

Students desiring to withdraw from your class must follow the procedure appropriate for the period of time in the semester. During the registration period for each semester, students can revise their schedule by using GoSolar. Failure of a student to follow the withdrawal procedure may result in you awarding them a grade of "WF" (Withdrawal Failing) instead of a "W." If a student withdraws before the mid-point of the term, the GTA should use the date the student withdrew, as reflected in the computer records, as one factor in determining the student's grade ("W" or "WF"). Generally, it is appropriate to award a grade of "W" if the student withdrew before mid-semester. If the student withdraws after the mid-point the GTA has no option but to give a "WF".

Discipline Issues and Problem Solving

Despite the best efforts of GTA, occasionally difficult situations arise during the semester. These might come in the form of a disruptive student or a medical emergency within the classroom. ALWAYS discuss the issue with your faculty mentor or area coordinator. It is often helpful to use an experienced teacher as a sounding board. Many problems can be avoided or diffused with the right guidance. Occasionally the problem continues to escalate. In the event that it does it is helpful to have on record that you were seeking help with the issue from the start of the problem.

Grading Procedure

Grading Policy

Letter grades "A," "B," "C," "D," and "F" are given with the exception that the "D" grade is not given in the Division of Graduate Studies of the College of Arts and Sciences. In addition, grades of "I," "IP," "W," "WF," "S," "U," "AU," "K," are used for specific purposes. Grades are interpreted on a four-point system, with a value of four points for a grade of "A" and one point for a grade of "D."

Plus/minus grading is now an option at GSU. The School of Art and Design's plus/minus grading policy is used in all studio foundations courses (ART 1010, 1020, 1030, 1040). The grading scale for those courses is below. Please see the appendices for the University-wide plus/minus grading policy.

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|----|---------|
| A+ | 101-105 |
| A | 93-100 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
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|----|----------|
| C- | 70-72 |
| D | 60-69 |
| F | below 60 |

All final grades must be reported following the last officially scheduled day of final examinations. Failure to comply with reporting deadlines results in incomplete grade reports to students (necessitating a second report) and delays to colleges in determining suspension/probation and dean's list. Even an hour delay beyond the deadline can mean that a grade roll may not be processed with the regular computer report. GTA are urged, however, to turn in the grades for each class as soon as possible after each final examination is given. Grades are turned in according to college practice.

The University considers student grades to be private information and prohibits the posting of grades by name or social security number on bulletin boards or classroom or office doors. A faculty member may permit a student to provide a self-addressed stamped postcard or envelope for early receipt of a grade.

Submitting Grades on GoSolar

In order to access Grade Rolls thru GoSolar the GTA's name must appear on the official Schedule of Classes distributed by the Office of the Registrar on GoSolar (not "Staff"). Usually this is taken care of. Assuming you are the teacher of record you will be able to access the final grade roll thru your GoSolar account. Final grade rolls are produced the last day of class. You will receive an email notification. GTA are to record grades and return rolls through GoSolar in time for them to be submitted to the Office of Registrar not later than 24 hours after the final examination or by noon of the day following the last day of the scheduled examination period, whichever occurs first.

Submitting Grades Manually

In the event you are not listed as the official teacher of record you will need to submit final grades through a proxy. Email a list of all the students in your class and the assigned grade to Adam Wagner at artadw@langate.gsu.edu. Include the course name and CRN number. Note: if you must submit your grades manually please allow additional time for your proxy to submit the grades. You will still be responsible for getting the grades submitted by the posted deadline, which is no later than 24 hours after the final examination or by noon of the day following the last day of the scheduled examination period, whichever occurs first.

Grade Changes

Occasionally there arises a situation in which a grade needs to be changed after it has been submitted and the deadline has passed. If an instructor would like to make a simple change of grade, the instructor should write an email requesting the grade change. Follow the instructions below:

Address to send email:

Art Reg Approve @langate.gsu.edu (if using Groupwise on campus)

Art_Reg Approve@langate.gsu.edu (if using Groupwise Webaccess for email)

The email must include the following information (Please copy Adam Wagner on this email):

1. Subject Line: Student's name, ID number, and the phrase "Grade Change Request"
2. Repeat the information in the text section;
3. Enter course name and number
4. Enter CRN – the 6 digit number associated with your specific section of the course.
Course subject and number
5. Enter semester and year
5. Enter current grade
6. Enter assigned new grade
7. Enter brief reason for grade change

NOTE: One email per single request: if you are doing this for several students you must send individual emails for each one. Also, the email must be sent from your GSU email account.