



Managing Your Graduate Assistantship

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1. Managing Your Award

- a. Follow the Terms of Appointment given in the award notification
- b. Full-time graduate student:
 - i. 9 credits/semester of enrollment
 - ii. After 2 consecutive semesters of ≥ 9 credits/semester:
a master's student may enroll in < 9 credits for 2 semesters
a doctoral student may enroll in < 9 credits for 4 semesters
 - iii. The semesters need to be consecutive; no stopping out
- c. Good academic standing:
 - i. ≥ 3.0 G.P.A.
 - ii. Not on probation
- d. Enroll in classes prior to the beginning of the semester
- e. 20 hours/week duties: full-time commitment
 - i. International students by federal law are limited to ≤ 20 hours/week
 - ii. Requests to work additional hours must be made to your advisor prior to petitioning to the Dean of the Graduate School.
- f. Contingent upon performing duties in a satisfactory manner
- g. Maintain eligibility
 - i. Full-time status
 - ii. Good academic standing
 - iii. Performance of duties

2. Confidentiality

- a. Federal Educational Rights and Privacy Act (FERPA)
- b. Health Insurance Portability and Accountability Act (HIPPA)
- c. Student files: academic or health related
- d. Office or departmental discussions
- e. Research data
- f. Confidentiality agreement
- g. If unsure about confidentiality of an issue, ask your supervisor.

3. Personal Conduct

- a. Attitude: Respect for others produces a positive and helpful attitude.
- b. Ambassador for TU, you may be the first contact with TU.
- c. Acknowledge other's presence and provide a welcoming tone.
- d. Use professional courtesy and common sense.
- e. Attire: neat, presentable, professional appearance
- f. Display initiative and motivation.
- g. Career development skills

4. Crisis Management

- a. Undergraduates: contact your supervisor
- b. Yourself
- c. Life Skills Series

5. University Correspondence and Communications

You must have departmental permission to use official university letterhead.

6. Holiday Policy

20 hours of duties/week reduced proportionally by the time the University is closed.

If TU is open 3 days of a week, then a maximum of 12 hours of duties is expected, not 20 hours for the week.

7. Harassment or Assault

Under the University of Tulsa Harassment Policy, all of us share responsibility for reporting instances of harassment to appropriate University officials. If someone reports harassment to you or if you are aware of a situation that looks like harassment, act promptly and notify one of the following: your supervisor, department chair, the Graduate School, or the Provost Office. Do not delay reporting the incident, even if the victim suggests you "wait and see what happens." Let the appropriate university officials determine what steps need to be taken. In cases of sexual assault, notify Campus Security immediately. They will take the appropriate steps in notifying public officials as well as university officials.

8. Payroll Arrangements

- a. Direct deposit into your checking/savings account
- b. Forms: W-4 and I-9

Some Guidelines for Graduate Assistants Who Work with Students

Reporting and Dealing with Your Student's Problems

- Watch for problems and for signs of unusual levels of stress.
 - Belligerence or other antisocial behavior
 - Chronic tardiness and other attendance problems
 - Changes in behavior or mood, e.g. withdrawal from class interaction
 - Abrupt change in performance level
 - Inability to complete assigned work
- Faculty should deal with severe student problems, but they may ask you to sit in. These problems may include
 - Sex, drugs, and alcohol
 - Sexual or other forms of harassment
 - Problems with family
 - Health problems
- Encourage students who complain of harassment (sexual or otherwise) to discuss it with the appropriate TU employee. This could be a faculty member, department chair, or an administrator.
- As an assistant, you are required to report cases of suspected harassment (sexual or otherwise) to your assistantship supervisor or the chair of the department.

Avoiding Student Problems

- Maintain a professional attitude in the classroom and with your students
- Dress professionally
- Keep your office door open when working with students
- Maintain appropriate psychological and physical distance
 - No flirting
 - Avoid intimate relations with your students
 - Be very careful with physical contact
- Be respectful of cultural differences
- Avoid personal comments
- Avoid sarcasm with students
- Avoid appearance of favoritism
- Treat everyone equally

People to Contact if You (or Your Students) Need Help

- Your work supervisor
- Your department chair
- The college dean or the Dean of the Graduate School
- The Center for Student Academic Support (ext. 2315)
- The Alexander Health Center (ext. 2241)
- Wayne Paulison (Associate V.P. for Human Resources at ext. 2616) to report suspected instances of sexual harassment
- Yolanda Taylor (Dean of Students at ext. 2327)

Please be aware, as new graduate assistants you are expected to attend the following TU LifeSkills Workshops, if you have not already attended them: *Harassment: Defining It, Avoiding It, & Reporting It; Research Integrity; and Plagiarism and How to Avoid It.*