

GTA RESPONSIBILITIES & EXPECTATIONS

As a Graduate Teaching Assistant in the Department of Communication Studies you are expected to:

1. Attend 30-hours of orientation in August and weekly CMN 5500 meetings.
2. Hold class as scheduled:
 - A. Be on time to each class you teach.
 - B. Keep students in class for the allotted class time.
 - C. Complete a “Class Disposition Form” and submit it to the department and notify Rich anytime you deviate from a regular class meeting (examples include: cancelling a class for any reason, meeting in an alternative location such as the library).
 - D. Notify Rich and find a substitute when you must miss class.
3. Work with other GTAs and Rich to further develop CMN 1310 (examples include: participating in assessment, professional development workshops, assisting in the creation or revision of assignments, helping to maintain CMN 1310 social media and internet sites, contributing assignment and activity ideas to our instructor resource page, etc.).
4. Follow standard syllabus and lesson plans provided by Rich.
 - A. Follow daily schedule with only minor variation.
 - B. Require assignments as noted in syllabus and course pack.
 - C. Cover content material identified.
5. Maintain two office hours a week in your assigned office on two different days/times
 - A. Respect your colleagues’ office hours by deferring to them if they are holding office hours and you are using the office for other reasons.
6. Meet reasonable requests made by students, especially for students with documented disabilities (you may need to meet with students outside of scheduled office hours).
7. Spend adequate time preparing for class, recognizing the 15 hours (in addition to the time you spend in the classroom and office hours) that are contractually obligated.
8. Treat students with respect.
9. Engage in appropriate behavior that does not violate: the Student Conduct Code, EIU’s Sexual Harassment Policy, Student’s Right to Privacy, and other University or Department policies.
 - A. Engage in responsible and competent communication via social media, keeping in mind that what you say on social media reflects on the department and university.
 - B. A good guideline is to refrain from posting *anything* about your students, positive or negative, on any social media platform.
 - C. Although the GTAs will likely form close friendships, your fellow GTAs are also your coworkers and, as such, are covered by all policies and laws related to workplace harassment and conduct on and off campus.

10. Grade fairly and responsibly.
11. Assign grades and provide feedback in a timely manner (no more than one week after the conclusion of an assignment).
12. Respond promptly to requests for grade updates and progress reports (examples include: requests for aggregate grades after the completion of major assignments; progress reports for Gateway, Boost, ROTC, and Student Athletes; final grades).
13. Report any suspicions of academic dishonesty to Rich. GTAs do not have individual discretion to decide whether or not a student has violated the academic integrity policy. If, in consultation with Rich, a student is found to have violated the academic integrity policy, the GTA must complete the appropriate form and provide the documentation to Rich in a timely manner.
14. Maintain an organized and easy to interpret grade book and attendance record on D2L that will remain on record with the department at the end of the semester.
15. Maintain any department or university property in your care.
 - A. Keep the office space clean and neat so that it is a productive work environment for you and a comfortable and welcoming environment for students.
 - B. Do not damage walls, furniture, etc. with décor, posters, etc.
 - C. Keep the office door closed and locked when no one is in the office.
 - D. Treat computers, cameras, and other equipment with care, as you are responsible for them while they are in your possession.
16. Maintain contact with Rich and consult on any potentially problematic issues. At minimum, check your Panthermail account daily.

Rich's Contact Information:

Address: EIU, Communication Studies, 600 Lincoln Ave, Charleston IL, 61920
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