

Department of Interior Design

Florida State University



Handbook for

Graduate Assistants & Teaching Assistants

Revised 8/14/15

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INTRODUCTION

Welcome to the Interior Design Graduate Assistant Program and congratulations on receiving a graduate assistantship. This manual was designed to familiarize you with Departmental and university resources and guidelines and to answer some of the commonly asked questions. However, please be sure to check with the graduate coordinator Jill Pable (645-6831; jpable@fsu.edu) if you have further questions. For fall 2015 semester, Dr. Lisa Waxman will be serving in this role as Dr. Pable is out on sabbatical.

Department Mailing Address & Phone

INTERIOR DESIGN
1038 William B. Johnston Building
Florida State University
Tallahassee, FL 32306-1231
Phone: (850) 644-1436; fax (859) 644-3112

Department Administration

Department Chair	Lisa Waxman	lwaxman@fsu.edu	644-1436
Director of Graduate Studies	Jill Pable	jpable@fsu.edu	645-6831
Dr. Waxman will fill this role for the fall 2015 semester.			
Course enrollment assistance	Lena McLane	ymclane@fsu.edu	644-3284
Office Administrator	Deb Alexander	dlalexander@fsu.edu	644-1436

Selection Process for Graduate Assistants

The Interior Design Department awards assistantships to graduate students on a competitive basis. Appointments are subject to enrollment and budget fluctuations and the current instructional needs of the Department. Assistantships are designed to assist in financial support as well as provide work experience to support the student's program of study. Graduate Assistants are both students and employees at Florida State University.

Appointments

Assistantship appointments are typically .25 FTE (quarter time), which means you are expected to work 10 hours a week. In addition to a bi-weekly stipend, you will receive a waiver for tuition of 9 hours, which is controlled by the College budget. All assistants must be registered for at least 9 hours. **IMPORTANT:** The waiver only pays for tuition—you are responsible for your fees—which often total several hundred dollars. Also, your assistantship is not active during the summer and you are not paid during the summer semester. Be prepared for this.

Reappointment

Reappointment of graduate assistants is based on satisfactory performance and academic record, as well as the student's attitude and ability to be a positive influence on the Department. A student must maintain a 3.0 or higher cumulative grade point average to be appointed for more than one term as a graduate assistant. Enrollment fluctuations and budget constraints may also influence reappointment. Subject to department review, students may keep their assistantships for up to two years. Students who have been on assistantship for two years (4 semesters) will no longer be eligible for an assistantship regardless of the

time remaining to receive their degree unless Department circumstances call for the extension of the assistantship.

Termination during Semester

In situations where goals are not being met during the semester, the Department Chair, in consultation with the faculty teaching mentor and the graduate coordinator, reserves the right to reassign responsibilities or withdraw financial support for the position. In rare cases of inadequate performance (failure to meet classes, abuse or harassment of students, refusal to teach according to the course guidelines, etc.), a teaching assistant's contract may be severed immediately.

New Employee Checklist

In addition to being a student, you are also an employee. You can find the New Employee information at http://hr.fsu.edu/?page=neonline/neonline_home.

FSU Card

If you don't already have an FSU card, be sure to obtain one from the FSU Card Center, located in the FSU Parking Garage on the corner of Woodward and Call Street. Website: <http://www.fsucard.fsu.edu/>. If your FSU card is lost or stolen, report to the office and FSU card center **IMMEDIATELY**. You are responsible for any activities in the building or lab when your card is used for access.

Appointment Papers

Deb Alexander, our office manager, will provide you with the information needed to activate your employment. This will enable you to get paid. Deb's office is 1038 William B. Johnston Building. Bring your Social Security Card and Driver's License if it is your first appointment at the university. You will also need your bank information as checks are deposited directly into your account.

Waiver

Your tuition will not be waived until a form has been signed in the accounting office. Do this before paying your tuition.

Health and Health Insurance

Students must provide proof of measles immunization, show proof of health insurance, or purchase health insurance from the university. Graduate assistantships are often offered a small subsidy for insurance (the subsidy will not pay all of your insurance). You can find out more about health insurance at <http://healthcenter.fsu.edu/>.

Paychecks

Paychecks are directly deposited every other Friday. You must sign up for direct deposit. Check with Deb in the main office if you have questions.

Upon Graduation

Turn in Departmental supplies, leave a forwarding address, and please clean up your TA desk. And keep in touch!

International Students

International students should report to the International Student Center as soon as they arrive in Tallahassee. International students can find out about many important details at the Center

for Global Engagement: <http://global.fsu.edu/students/InternationalStudents.htm>

Language

International student assistants whose native language is not English must take the SPEAK test in the week before courses begin and submit an acceptable score in order to be a teaching assistant. Students can find out more about the Speak Exam at http://cies.fsu.edu/itap/speak_exam.php

Parking Permits

All FSU students pay a charge for the parking expense in their tuition. Parking permits can be obtained at: <http://parking.fsu.edu/>

Graduate Assistant Offices

Graduate assistants will be assigned to a desk that they can use during the semesters in which they are serving as a graduate assistant. These desks are located in the William B. Johnston building room 1081. You will have 24/7 access to the building and this room. Due to the private nature of class grades, please keep these materials in the locked file cabinet next to your desk to ensure confidentiality.

Lab Access

Your FSU ID card are necessary for access to the graduate assistant offices and other teaching-related spaces such as labs. Contact Deb Alexander, office administrator for details on obtaining access.

Mailboxes

Mailboxes are located in the main office of the Interior Design Department main office in 1038 William B. Johnston Building and listed by last name. The room should be locked at all times when no one is present for safety and confidentiality.

Program for Instructional Excellence (PIE) Training

The Center for Teaching and Learning at FSU offers a program (usually during the week before fall semester) called the Program for Instructional Excellence (PIE). The PIE workshop is typically two full days. Interior Design graduate students on assistantships are **required** to take the PIE workshop so that the University can retain its critically important institution accreditation. Our students tell us that the PIE workshops are very helpful.

There are sessions in the PIE workshop on sexual harassment, FERPA (legal privacy protection) and other matters for graduate assistants at FSU. The university requires that all graduate assistants attend this training. If a graduate assistant begins an assistantship assignment in the spring or summer, they will not be able to take the PIE conference workshop (it is only offered in the fall), but must take combination online and in-person class. This only takes a few hours.

Blackboard Sites

If you are teaching a class and you are listed as the "Instructor of Record", then you are eligible to apply for a Blackboard site. Blackboard is the university's web course building software. It is very user friendly and students at FSU have come to depend on Blackboard access in classes. You can apply for a Blackboard site at campus.fsu.edu. It might take a day or two after your order the site for it to appear on

your Blackboard page. Deb Alexander can tell you if you are the instructor of record.

If you are assisting an instructor with a class and they would like you to be a course builder with “behind the scenes” access to the Blackboard site for their course, they can enroll you as a course builder, grader, or other appropriate role. Faculty can usually handle this, but please see the graduate coordinator if your instructor needs help with this.

Blackboard Training

FSU has training, both online and in face-to-face workshops. To find out more about Blackboard training go to campus.fsu.edu

Supervised Teaching Hours

Many graduate assistants who are assisting or teaching a class can benefit from taking Supervised Teaching hours. This is a course that you would sign up for as a part of your curriculum and you will be assigned a faculty member to mentor you for this experience. These will appear on your transcript and are helpful to students who may be interested in university teaching careers. Your teaching assistantship hours are necessary and should not overlap with your supervised teaching hours that you receive course credit for. MFA students are required to take a teaching class that is offered through the Department of Education that includes supervised teaching activities.

Professionalism

Graduate assistants represent Florida State University and are expected to conduct themselves in a professional manner. Some key points are:

- Always remember that the well-being of your students is your first concern.
- If you are teaching, meet classes as scheduled and keep scheduled office hours.
- Respect Departmental supplies and equipment.
- If you are involved in evaluating student work—assess the work fairly and impartially. Please utilize your faculty teaching mentor for advice on grading. Faculty may be willing to help you grade several projects to be sure you know what to consider. They may also share grades sheets as well so the feedback will be helpful to students.
- Keep student information confidential. You may discuss concerns with students with your faculty teaching mentor. However, you should never discuss student issues with other students, including graduate students. You are not allowed to discuss student grades or other information unless the student has given you written permission or the student is present. **Note you can't even talk to a student's parents without their permission.**
- Respect diversity.
- Dress in appropriate attire.
- Always use appropriate language.
- If an absence from your teaching responsibilities is necessary notify your faculty teaching mentor by email or in person at least 24 hours before the absence
- Avoid dating students or socializing with students outside of class.
- Avoid making Facebook friends with, or interacting with students in similar online situations.
- Appropriately prepare for all student-instructor encounters. It is advisable to keep your office door open during student meetings.
- Be sure that students can function in an atmosphere free of academic dishonesty. If

you detect dishonesty, cheating and similar behaviors, notify your faculty teaching mentor or the director of graduate studies immediately.

- Be professional in all situations. Never make negative comments about your peers, instructors or anyone else to students.
- Students teaching classes should never change the syllabus or deadlines without consulting with their faculty teaching mentor. This is especially important when there are multiple sections of a class being taught.
- If you encounter any situation where you are unsure of what to do, your first step should be to discuss the matter with your faculty mentor. Every situation is different (such as student illness, cheating, sexual harassment, student inappropriate behavior, tardiness, etc.), so be sure to seek advice when necessary.

RESOURCES

Department Resources

Department Laptop

The Department has a laptop computer that can be used in rooms without installed technology. Check with Deb in the main office to see where this is located. The Department also has portable opaque projectors and small iPad projectors for checkout too. Deb can also tell you where computer data cables and dongles (the little converter that Macs need) so you can connect the system to classroom projectors.

Copying

Use of the Departmental copy machine is restricted to materials used for teaching. **Copying personal materials is prohibited.** University regulations prohibit the reproduction of materials covered by copyright unless permission from the publisher or author has been obtained. For more information on copyright restrictions see

<http://guides.lib.fsu.edu/copyright>

Supplies

Index cards, pens, and papers, printer ink are available in the supply closet in WJB 1038 and distributed by Deb in the main office.

Interior Design Department Computer Support

Faculty member Amy Huber (amattinglyhuber@fsu.edu) oversees the technical support for the Department. She serves as more of a triage person and will call the College of Visual Arts, Theatre, and Dance technicians if necessary. In addition to Ms. Huber, a graduate assistant is usually assigned in the Fall and Spring semesters to trouble-shoot computer and technical issues. Deb in the main office can advise you if you need to contact the faculty member, graduate assistant, or college technical support person. Problems sometimes take a day or two to solve. See Appendix B for details on submitting a request for repair.

College and University Resources

Technical Support for Technology-Enhanced Classrooms

Technical support for classrooms designated as “Technology-enhanced” is available by calling 644-2811.

For Department lab hardware, software and related technology problems, report computer errors, printing problems and supply needs to fsuid.tech@gmail.com. See Appendix B at the end of this document for further instructions.

Thagard Health Center

Teaching Assistants should not counsel students, but inform them of the assistance available at the Thagard Health Center (644-6230). If you or another student are having a medical emergency and the Health Center is closed, call 911 or go to the nearest hospital emergency room.

Safety/Security Issues and Emergencies

Campus police (644-1234) should be notified in the case of an emergency. Notify the Interior Design office immediately as well. Your first concern should be the safety of the students and removing them from immediate harm. In case of a fire alarm, follow safety procedures.

The Faculty/Staff Emergency Guide is a helpful resource for dealing with students and others in a crisis situation and this will be provided to you at graduate assistant orientation. Unfortunately, it is not uncommon to interact with a distressed student and this guide will tell you how to respond. Call your faculty teaching mentor or the Department staff as soon as possible as well.

Reading/Writing Center

The Reading/Writing Center (RWC), located in 222C William Johnston Building, is devoted to individualized instruction in reading and writing. There is also a branch of this Center on the first level of the William B. Johnston Building. The RWC is not a proofreading service, though tutors can help writers build their own editing and proofreading skills. Each semester, RWC clientele include first-year students, graduate students, multilingual students, students studying for the CLAST exam, students working on graduate school applications, FSU staff, and many others. More information can be found at <http://wr.english.fsu.edu/Reading-Writing-Center/>

Student Disability Resources Center (SDRC)

This office is the primary advocate for students with disabilities. The SDRC staff monitors the environmental, social, and academic conditions affecting students with disabilities. They provide academic support services indicated by the student's disability, such as readers, note-takers, and signers. Students may also receive assistance in registration, housing and information regarding community resources. The program provides on-campus transportation for persons with mobility impairments. The office maintains The Theodore and Vivian Johnson Adaptive Technology Lab, a facility housing computers and other devices that help students with disabilities successfully meet the requirements of their academic programs. More information on the SDRC can be found at: <http://www.disabilitycenter.fsu.edu/>

Evaluation of Teaching or Research Performance by your Faculty Mentor

Your performance will be evaluated by your Faculty Mentor at the conclusion of the course. This is a required assessment by the University. Your Faculty Mentor will discuss this assessment with you.

Teaching Classes (Instructors of Record)

This section is for students who will be teaching classes as the primary instructor.

If your assistantship includes full responsibility for teaching a class, there are a few additional considerations of which you should be aware. First, each teaching assistant will be assigned a faculty teaching mentor. This faculty member will either be teaching another section of the class you are teaching, or have familiarity with the class. You should rely on this teacher for advice and meet with them regularly.

Preparing for Teaching a Class

WELL BEFORE THE FIRST DAY OF CLASS

- Obtain your copy of the textbook from your teaching mentor.
- If a full-time faculty member is teaching another section of the class, they will prepare the syllabus and provide a copy to you. You might have to make slight changes to the syllabus if your class meets on different days, etc., but the schedule and major deadlines should remain consistent.
- If there is no faculty member teaching another section of your class, obtain a previous copy of the syllabus from the Department files or your teaching mentor. Classes in the Department of Interior Design use the same template for syllabi. Prepare your syllabus, with help from your teaching mentor, and submit the final for review by your faculty teaching mentor. Provide the Interior Design main office (Deb) with a hard copy.
- Visit your classroom: learn to use the equipment. If you are in a Technology-enhanced classroom, then you'll need to register to login to the computer. You can access the necessary information at <http://tecs.fsu.edu/>
- Attend all training sessions.

Office Hours

Graduate Assistants teaching a class should have two office hours outside of class time each week. You should post your schedule and office hours outside your door by the end of the first week of classes.

THE FIRST WEEK OF CLASS

Take to the First Day of Class

- Roster of students
- Copies of syllabus (unless it will be provided online- be sure you can access it to show students on the first day).
- Textbook, notes, pen, etc.

Class Attendance

At Florida State University, attendance is mandatory on the first day. The Interior Design Department requires taking attendance at every class. The Department of Interior Design has an attendance policy--be sure to talk to your faculty teaching mentor and include this

policy in your syllabus.

First Day Attendance Roster – Mandatory Attendance

Faculty/Adjuncts/TAs will:

- Print their class rosters, (instructor should see Departmental staff for assistance if unable to print class roster to be used for taking attendance for Mandatory Attendance);
- Call roll and draw a light line through the names of those not attending class (do not mark through the new FSU Student Number);
- Turn in the class roster to Deb Alexander immediately after class (even if all students attend) for processing as required by the Registrar's Office.

WEEKS TWO THROUGH FOURTEEN

Picture Rosters

To help learn the student's names some instructors print the roster after drop/add is over with the students' pictures on it. You can access this in Blackboard under Secure Apps, then Faculty Course List. Your faculty teaching mentor can help you if you need it.

Student Athletes

The Athletic Advising Department has an academic support program for FSU athletes, and closely monitors their students' academic progress throughout the semester. Several times during a semester, instructors receive a memorandum from the Athletic Advising Department, which requests information about grades. Complete this information on time. Student athletes must provide their instructors with the list of dates of sports events to indicate when the student will be absent from class. The Athletic Department expects every athlete will make up any homework, reading assignments, and examinations, etc. In accordance with FAC 6C-6.020 the Registrar will regularly monitor the class attendance of student athletes, as will the academic support staff for student athletes. One is in violation of this rule if the student athlete is not regularly attending one or more classes. The student accused of being in violation of class attendance requirements will appear before the Hearing Committee.

Planned Instructor Absences

If an absence from your teaching responsibilities is necessary you must

- Notify your faculty teaching mentor by email or in person
- Copy that email or notify the Department Chair
- Receive prior approval
- In your absence, classes should be covered by a substitute instructor approved by your faculty teaching mentor.
- **Cancellation of classes for planned absences is not an option!**

Evaluation of Teaching Performance by Faculty

The faculty teaching mentor, graduate coordinator, or Department chair will observe your teaching once a semester. A follow up meeting will be conducted to offer comments and advice.

Evaluation of Teaching Performance by Students (Mid-Semester)

For your own use, PIE offers Teaching Analysis by Students (TABS). These are mid-semester evaluations performed by the students. Notify the graduate coordinator if you are interested

in mid-semester evaluations. This can be helpful to your teaching portfolio if you intend to pursue an academic career.

THE FINAL TWO WEEKS

Final Evaluations – By Students

Student evaluations are completed by students and are required by FSU. They are usually received within the last 2 weeks of school. They are administered by a responsible student in your class, and you should plan to ask a student to perform this duty. You will receive your scores within the first few weeks of the next semester. Keep the results for your teaching portfolio.

Grade Submission

Enter grades online by the deadline. The deadline can be found on the university calendar on the FSU web site—or check with your faculty teaching mentor.

To be able to submit grades online, you must be able to log on to Blackboard.

- Log on to Blackboard
- Go to Secure Apps
- Select Grade Roster Submission (you'll only be able to do this if you are the instructor of record)

Incompletes

Incompletes are only used in exceptional cases when a student for reasons beyond his or her control has failed to complete a well-defined portion of a course. Cases usually involve a death in the family or serious illness or accident. They are not given to students just because they can't finish their work on time. Graduate teaching assistants should discuss giving incompletes with their faculty teaching mentor before granting one to a student. There is a contract that must be filled out when a student is given an incomplete.

Appendix: Teaching Tips

The following are a series of Teaching Tips drawn from experienced TAs who have taught lecture courses.

- Listen to not only what your students are saying, but how they are saying it. They are people who are in the process of making all the mistakes you may have already made. Treat them with the respect that is due to each person.
- Never lie to your students. Be honest and upfront with your limitations and expectations. Be firm, but above all else be fair to each person in each situation. Do not let your prejudices influence your decision making. Do not try to be your students' friend- they need guidance, not a pal.
- You must have a passion for the subject matter you are teaching. If you don't, pretend that you do. This emotion will inevitably be transformed to the students you are teaching. If you don't like the information, neither will they.

- Communication is very important. State what you are looking for on the first day of class. Set up the tone of the class and be firm.

APPENDIX A: Printing Procedures for the Large-Scale Department Printer

In an effort to streamline the print lab we will be implementing a new drop system for materials that need to be printed on the large printer (meaning larger than 11 x 17— which is available to you in the print room). Students will now log on to the FSU digital drop system and drop files electronically. Following this message is a link to the drop box website, along with instructions and a URL to a video on how to use the drop box system located at <https://dropbox.ucsf.edu/>

There are five main steps to the new digital drop box procedure and they are pretty self explanatory.

- 1- Log on to <https://dropbox.ucsf.edu/>
- 2- click drop off
- 3- Fill out send info
- 4- In recipient Fill in Name = [at the time of this writing, this is under review. Ask Dr. Ransdell for this address when you are ready to have something printed]
- 5- Select the file you wish to drop and click drop off file.

This will then send the print person an email notifying them that there are files to be printed. Once he/she has opened and printed the file an email notification will be sent back to the sender, confirming that they have opened and printed your file.

*Note- We would like to make it known that for normal print conditions, throughout the semester, the documents submitted should be printed with 24 hours of submission. However, as the semester ends and projects become due the print room realizes extra hours will need to be devoted for successful printing of everyone's work. We ask that you the teaching assistant notify the print lab of upcoming heavy volume print needs. (Unless you would like to make it known to the class that all printing is their responsibility and they must notify the print room). The more we work together the better this system and the print room will function.

APPENDIX B: Support for Department Technology in labs

For Department lab hardware, software and related technology problems, report computer errors, printing problems and supply needs to fsuid.tech@gmail.com.

If your email deals with equipment in a student are or the cad lab, please include the following:

1. Description of equipment and number (located on the equipment)
2. Location of the equipment
3. Description of the problem

Appendix C: Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

Pertinent University Policies

- [Title IX Statement](#): outlines FSU's Title IX obligations and identifies campus Title IX Coordinators.
- [Non-Discrimination Policy](#): prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sexual Harassment Policy](#): provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.
- [Sexual Battery Policy](#): gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

Sexual Misconduct Resources

Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality ask them *before* you give details about your situation.

Staff members at the following on and off campus offices can maintain complete confidentiality and provide support:

FSU Victim Advocate Program	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	victimadvocate.fsu.edu
Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.		
FSU Counseling Center	850-644-2003	counseling.fsu.edu
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		
FSU Employee Assistance Program	850-644-4444	vpfa.fsu.edu/Employee-Assistance-Program
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
Refuge House	850-681-2111	refugehouse.com
Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.		
211 Big Bend	211	211bigbend.net
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.		

Referral service to find legal representation in Florida.

Florida Council Against Sexual Violence 1-888-956-7273 fcasv.org

State-wide information and resources for sexual violence.

Florida Coalition Against Domestic Violence 1-800-500-1119 or TDD (800) 621-4202 www.fcadv.org

State-wide information and resources for domestic and dating violence.

National Domestic Violence Hotline 1-800-799-7233 or TTY 800-787-3224 www.thehotline.org

24/7 support, crisis intervention, and referral service for victims of domestic violence.

RAINN (Rape, Abuse, & Incest National Network) 1-800-656-4673 rainn.org

Rape recovery support services.