

GUIDELINES
FOR
GRADUATE ASSISTANTS

Graduate School
University of Louisiana at Lafayette

+For more complete information consult:
<http://gradschool.louisiana.edu>

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GUIDELINES FOR GRADUATE ASSISTANTS

These guidelines have been prepared to provide graduate assistants with information of various kinds. Most departments also have published guidelines for assistants. All departments offering graduate degrees have graduate coordinators and supervisors. If a problem arises which cannot be solved within the department, the student assistant should consult the Dean of the Graduate School.

DEFINITION OF A GRADUATE ASSISTANT

The Graduate Council of the University has defined a graduate assistant as a graduate student who has been accepted in regular status to a graduate program and who is receiving compensation in return for the performance of assigned duties. The quality of the work performed should be at a professional level.

APPOINTMENT AND REAPPOINTMENT

To qualify initially for an assistantship, a student must be in regular admission status. This status includes the submission of satisfactory test scores on the GRE or GMAT and, for international students, the TOEFL. The Graduate School Office is responsible for determining eligibility of all graduate assistants prior to their being awarded an assistantship. Exceptions are made only by appeal of the department to the Graduate Appeals Committee.

Assistantships are awarded, usually for the academic year, by individual departments. Reappointment is contingent upon satisfactory progress toward the degree and satisfactory performance of assistantship duties. Satisfactory progress toward the degree is defined as completion of a minimum of nine hours of coursework each semester applicable to the degree. Some departments require additional hours.

STIPENDS

Assistantship stipends vary by department and by the academic level of the student. Stipends are paid over a ten-month period. With the exception of December and May, checks are issued by the Business Office on the last working day of each month.

Depending on the source of funding, most assistantships include a waiver of tuition and most fees. Most continuing assistants are eligible for such waivers during the summer session provided that they carry a minimum of six credit hours applicable to the degree and perform some service for the department.

DUTIES AND RESPONSIBILITIES

First-time assistants are required to attend a one-day Graduate School orientation. Departments may require additional orientation activities.

A graduate assistant must be a full-time student during any semester in which the assistantship is held. The academic load for a graduate assistant is adjusted to fit the conditions involved in his/her particular situation. Assistants with full assistantship responsibilities are restricted to a maximum of twelve hours, including both graduate and undergraduate courses, during a semester. Exceptions to this regulation must be approved by the department and the Dean of the Graduate School.

An international graduate assistant whose native language is not English may not be assigned duties requiring oral proficiency until passing an English proficiency test administered by the Department of Modern Languages. If the student does not pass the examination, the enrollment in and passing of ESOL 402 is required.

A graduate assistant who becomes academically ineligible is ineligible to hold an assistantship. Approval by the Graduate Appeals Committee to reenter the University does not imply automatic reinstatement of an assistantship. The department must recommend to the Committee that the assistantship be renewed; the decision is made by this Committee.

Duties and responsibilities of a graduate assistant are specified by the department or administrative unit to which the student is assigned. They are generally the equivalent of teaching two lower division classes or twenty hours of service per week. An assistant may not be assigned primary responsibility for a non-developmental class until he/she has completed at least eighteen graduate course work hours in the field.

Assistantships are always contingent upon acceptable discharge of assigned duties. They may be revoked at any time that these duties are not fulfilled to satisfaction.

No graduate assistant may receive payment for a second on-campus job unless a petition to do so has been approved by the major department and the Dean of the Graduate School. Individual departments may determine whether or not assistants can accept off-campus employment. International graduate assistants are subject to immigration regulations regarding on-campus and off-campus employment.

Departments have on file in the Graduate School plans for the supervision of graduate assistants who are assigned teaching responsibilities. These plans include such items as orientation and in-service training, preparation of syllabi, review of examinations and grade assignments, class room visitation, and assistantship evaluation. Teaching assistants should consult with the departmental supervisor to verify specific responsibilities for their classes and the undergraduate students whom they will teach.

The University of Louisiana at Lafayette administers and asserts ownership of intellectual property as allowed in the University of Louisiana System Intellectual Property Policy, Intellectual Property and Shared Royalties (Policy Number FS.III.VI.-1, Effective July 1, 2002). This policy DOES APPLY to graduate students. It can be accessed electronically

on the Office of Research and Sponsored Programs website at <http://orsp.louisiana.edu>.

As provided in the University of Louisiana System Intellectual Property Policy, Intellectual Property and Shared Royalties, the University does not assert ownership of Traditional Academic Copyrightable Works, such as student theses and dissertations. However, the University, through the Office of the Vice President for Research and Graduate Studies, may assert ownership of ideas conceived by a faculty member or data that are generated through sponsored research or faculty initiated experiments that are described in a Traditional Academic Copyrightable Work.

It is important that graduate students planning to write a thesis or dissertation seek information from their mentor and/or professor as to the expectations of authorship, order of listed authors, and assignment of copyright for any Traditional Academic Copyrightable Work at the beginning of any collaboration which may result in jointly published works.

ACADEMIC HONESTY

Because of their dual role as student and employee, graduate assistants assume particular responsibility for upholding the University's policy on academic honesty. Violation of this policy will result in termination of employment and may result in disciplinary action. Faculty members frequently state penalties for cheating and plagiarism in their class policy statements distributed to students at the beginning of the semester. Because of its importance, the policy on academic honesty found in the Graduate Bulletin is restated in these guidelines.

A. Introduction

The University holds that all work for which a student will receive a grade or credit shall be an original contribution or shall be properly documented to indicate sources.

Abrogation of this principle entails dishonesty, defeats the purpose of the instruction, and undermines the high goals of the University. Cheating in any form will not be tolerated. Students shall be assumed to know the acceptable methods and techniques for proper documentation of sources and to avoid cheating and plagiarism in all work submitted for credit, whether prepared in or out of class.

B. Definitions of Cheating and Plagiarism

Cheating, in the context of academic matters, is the term broadly used to describe all acts of dishonesty committed in the taking of tests or examinations and in the preparation of assignments. Cheating includes, but is not limited to, such practices as gaining help from another person or using unauthorized notes when taking a test, relying on a slide ruler, calculator, or other electronic devices if such aids have been forbidden, and preparing an assignment in consultation with another person when the instructor expects the work to be done independently. In other words, cheating occurs when a student makes use of any unauthorized aids or materials. Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating.

Plagiarism is a specific type of cheating. It occurs when a student does not properly cite previously published materials, claims originality for ideas or words of another person, presents as a new and original idea or product anything which in fact is derived from an existing work, or when the student makes use of any work or production already created by someone else without giving credit to the source. In short, plagiarism is the use of unacknowledged materials in the preparation of assignments. The student must take care to avoid plagiarism in research or term papers, musical compositions, science reports, laboratory experiments, and theses and dissertations.

C. Penalties

Cheating and plagiarism are serious offenses. The minimum penalty for a student guilty of either dishonest act is a grade of "zero" for the assignment in question. The maximum penalty is dismissal from the University.

Since cheating and plagiarism are violations of the University Code of Student Conduct, an "F" grade assigned because of cheating or plagiarism must be reported to the Office of the Dean of Students, Room 211, Martin Hall. "Academic Dishonesty Report" forms to be completed and signed by both the instructor and the student are available from the Graduate School.

SEXUAL HARASSMENT AND SEXUAL BEHAVIOR

A. General Principles

The University of Louisiana at Lafayette is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of sexual harassment and one in which ideas may be freely expressed.

At the University of Louisiana at Lafayette, sexual harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of harassment contributes to a general atmosphere in which the entire community suffers the consequences and in which all students and employees may feel their safety and equality are compromised. Harassment has no legitimate educational purpose. Any employee or student, male or female, who engages in conduct prohibited by this policy shall be disciplined as provided by law, university policies, and applicable employment agreements.

B. Academic Freedom

The University of Louisiana at Lafayette recognizes the tension between protecting all members of the University community from sexual harassment and protecting academic freedom and freedom of expression. It is the policy of the institution that no member of the community may harass another. Conduct that reasonably serves a legitimate educational purpose, including pedagogical techniques, does not

constitute harassment. In the educational setting within the University, wide latitude for professional judgement in determining the appropriate content and presentation of academic material is required. Although those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants, this policy against harassment shall be applied in a manner that protects academic freedom and freedom of expression, including but not limited to the expression of ideas, however controversial, in the classroom setting, academic environment, university-recognized activities, or on the campus.

Nothing contained in this policy shall be construed to limit the legitimate exercise of free speech, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve legitimate educational or artistic purposes nor shall this policy be construed to infringe upon the academic or artistic freedom of any member of the University. Artistic expression in the classroom, studio, gallery and theater merits the same protection of academic freedom that is accorded to other scholarly and teaching activities.

C. Coverage

All faculty, administrators, staff, students, and individuals affiliated with the University of Louisiana at Lafayette by contract (including non-employees, such as vendors and independent contractors) are bound by this policy. This policy protects men and women equally from sexual harassment, including same-sex harassment, and protects students from harassment by other students.

D. University Policy Regarding Prohibited Sexual Behavior

Sexual behavior, whether consensual or not, involving individuals where, by virtue of roles or position in the university, one individual is in a position of direct academic or supervisory authority with respect to the other, is prohibited.

These roles include, but are not limited to, the following examples: a faculty member and any student in his or her class; a faculty member and any undergraduate major in his or her department; a faculty member and any graduate student in a departmental program; a graduate assistant who has teaching or other classroom duties and all students in the class or classes that he or she teaches or assists; a departmental, college, or university administrator and any member of the faculty in his or her chain of command; a laboratory supervisor and those using or working in his or her lab; or a supervisor of civil service employees and his or her employee.

In this category, both consensual and nonconsensual sexual behavior are proscribed, because of the university's presumption that individuals not in a position of authority (or of lesser authority) cannot willingly and freely say no to any sexual touching or advances from a person in a position of authority.

The complete "University Policy Regarding Sexual Behavior and Sexual

Harassment,” including the exact procedures for filing a complaint or grievance, is available from the Graduate School, room 332 Martin Hall, the Dean of Students, room 211 Martin Hall, or the Counseling Center located in Olivier Hall. Additional information can be found in the Faculty Handbook (Document XI) found on line at <http://apfd.louisiana.edu/publications/faculty-handbook/>.

KEY POLICY

Problems with campus security require that the number of keys issued be carefully controlled. No key is to be issued to any graduate student until he/she reads, agrees to, and signs the “Key Request Form.” Final grades will be held until keys are returned.

In addition to returning keys, all graduate assistants should follow the same procedures as faculty members who leave the University. Copies of the checklist (Separation Clearance Form) to be completed are available at the reception desk in the Business Office in Martin Hall.

PARKING

Any vehicle parked on university property must be registered in the Parking and Transit Office located on the first floor of Olivier Hall. Owners of vehicles are responsible for following the published University Traffic Code; copies are available in the Parking and Transit Office. Graduate assistants are eligible for parking space as available. Permits for this space will be issued only if the assistant's name appears on the list submitted by the department to the Graduate School and forwarded from the Graduate School to the Parking and Transit Office. Graduate assistants may purchase parking space on the dates determined by the Parking and Transit Office.

LIBRARY

Graduate students are extended certain privileges by the library.

A. Borrowing Materials

1. Journals - Graduate students may borrow bound journals for one day.
2. Books - Graduate students may borrow books for an entire semester. Loans are limited to a maximum of 50 books at any one time during the semester. These books are subject to recall if needed by other patrons.

B. Interlibrary Loan

The Graduate Student Organization provides limited funding for inter-library loans. This funding does not extend to photocopies made in Dupré Library and may be withdrawn if the GSO cannot support it. Interlibrary loan receipts must be included with the application for funding.

- C. Study Carrels
Graduate students may apply for study carrels. There is usually a six to eight month waiting period. A \$5 key deposit is required and is refundable upon return of the carrel key. Keys may not be transferred from one student to another at any time. After a carrel is obtained, it must be renewed every semester.
- D. Reserve Reading Room
Teaching assistants may place on reserve materials needed for their classroom instruction. There are restrictions on types of materials and length of times they may be on reserve.
- E. Tours
Teaching assistants may request that library personnel conduct tours for their classes. Tours may be scheduled by telephoning extension 2-6024 at Dupré Library.

OMBUDSMAN

The University Ombudsman, whose office is located in Room 216, Coronna Hall, has the responsibility of informing all students of their rights and protecting these rights during deliberations involving disciplinary actions and course grade appeals. The University has detailed guidelines for appealing unfair and/or capricious final grades. Two undergraduate and two graduate students are appointed to the University Grade Appeals Committee. If the appeal is by an undergraduate student, the undergraduate members form part of the committee; if the appeal is by a graduate student, the graduate student committee members serve.

GRADUATE STUDENT ORGANIZATION

The Graduate Student Organization (GSO) exists to assist graduate students in their pursuit of academic excellence and to support their general welfare. The organization coordinates its efforts with the Student Government Association (SGA) through the Graduate School President and graduate senators elected to the SGA senate.

Every graduate student is a member of the GSO and contributes to its support through self-assessed fees. Each department elects a representative to the GSO, and it is the duty of that individual to attend all meetings. The GSO meets each month with the exact time and date decided each semester. No funds will be awarded to a student unless the departmental representative is present at meetings of the appropriate review panels, and necessary documentation is provided. Requests for funds are considered in the categories of thesis/dissertation research and conference attendance with duties.

Departmental representatives can provide additional information concerning funding procedures. Two graduate students appointed by the GSO President serve as members of the Graduate Council, the policy-making body of the Graduate School.

FINAL NOTE

The final portion of these guidelines is a quick referral list. It indicates sources of assistance for graduate students and the students they teach.

It is hoped that these guidelines together with the information supplied at orientation will provide new graduate assistants with helpful information.

The Office of the Graduate School will be happy to receive any recommendations for revision. It is preferable that suggestions be made in writing.

QUICK REFERRAL LIST

PROBLEM/NEEDS	REFER TO
ACADEMICS	
Sports Information	Student Athletic Center, Conference Center, room 133, ext. 2-6329
Dropping a course Late schedule adjustment Career Library Time exclusion in scheduling	Junior Division, Lee Hall, room 115, ext. 2-6818
Change of major Change of classification (degree/ non-degree)	Academic Deans (for upperclassmen and graduate students)
Admission to Upper Division ACT Scores Academic Appeals Financial Aid Appeals	Admissions/Junior Division Academic Deans Academic Deans
Schedules Verification statement of school attendance Resignation Transcripts, UL Lafayette Repeat rule Correction of Address	Registrar's Office, Martin Hall, room 171, ext. 2-6291
Tutoring	The Learning Center, Junior Division, Lee Hall, room 209, ext. 2-6583
Remedial/developmental courses English Mathematics	Freshman English, H.L. Griffin Hall, room 214, ext. 2-6908 Mathematics Department, Maxim Doucet Hall, room 217, ext. 2-6702

Reading Academic Skills	Junior Division, Lee Hall, room 114, ext. 2- 6836 Junior Division, Lee Hall, room 114, ext. 2- 6836
COUNSELING	
Counseling - personal, social Testing information for ACT, GRE, GMAT, etc.	Counseling and Testing Center, Olivier Hall, room 212, ext. 2-6480
Counseling related to academics, study skills, career decisions, goal development, etc.	Junior Division counselors, Lee Hall, room 115, ext. 2-6818
FINANCIAL AID	
Financial aid (Campus employment), short-term and long- term loans, VA benefits, etc.	Financial Aid Office, Foster Hall, room 100, ext. 2-6506
SPECIAL PROGRAMS	
Honors courses	Honors Program, Judice-Rickels Hall, room 205, ext. 2-6700
Student with disabilities - for arrangements and accommodations	Services for Students with Disabilities, Lee Hall, room 106B, ext. 2-5252
Students over 25 Help in adjustment to college	DOORS Program Office, University College, Martin Hall, room 168, ext. 2-6730 Junior Division, Lee Hall, room 115, ext. 2-6818
STUDENT AFFAIRS	
Housing exemptions Concerns regarding student life Counseling	Student Personnel, Martin Hall, room 223, ext. 2-6373
Offers 34 scholarships - three for International students Funding for organizations On-campus lawyer (free)	Student Government Association, Coronna Hall, room 218, ext. 2-2742
Emergency calls Escort service on campus, lost/found items	University Police, Bittle Hall, ext. 2-6447
International students - Immigration regulations: i.e., full-time status, employment, change of major, etc.	International Student Office, Brook Street Annex, ext. 2-6819
Mail box rentals	University Post Office, Bittle Hall, ext. 2-6113
Ombudsman	Coronna Hall, room 216, ext. 2-6947
Walk-in clinic	Infirmary, Saucier Clinic, ext. 2-6826

Student insurance claims	
Deposits and withdrawal of personal funds (No charge) Replacement of meal ticket, check-cashing, payment of bills and short-term loans	Student Cashier's Office, Coronna Hall, ext. 2-6385
Student Programs/Organizations Gumbo U courses Spirit Groups	Student Union, room 206, ext. 2-6381
What's happening on campus - Good Times Line, check-cashing, ticket sales, lost/found items, copy machine	Student Union, Information Desk, First Floor, ext 2-6940 or 2-6400
Health services, filing medical record	Infirmery, Saucier Clinic, ext. 2-6827
Dormitory reservations, withdrawal from housing	Housing Office, Student Union, room 240, ext. 2-6471
GENERAL INFORMATION	
Band	Band Director, Angelle Hall, room 168, ext. 2-6014
Bookstore	Student Union, ext.851-BOOK (1-2665)
Car registration, parking permits, etc.	Parking and Transit Office, Olivier Hall, First Floor, ext. 2-6858
Debate and Speech	F.G. Mouton Hall, room 307D, ext. 2-6090
Performing Arts	McLaurin Hall, room 109, ext. 2-6357
Listing for temporary, permanent, and summer employment Job Location Development Career Days Resume Writing Workshop	Career Placement Center, Conference Center, room 104, ext. 2-1444
Reading material, copy machine, lost/found items, computer lab, reference system and material	Dupre Library, ext. 2-6025
Speech and hearing therapy	Speech and Hearing Clinic, O.K. Allen Hall, room 193A, ext. 2- 6490