

School of the Performing Arts' Guidebook to Graduate School



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Becoming a Graduate Student at LA Tech

(Words of Advice from the Entering Graduate Students of 2015/2016)

The purpose of this booklet is to help you as you begin your educational journey with Louisiana Tech as a graduate student. We have compiled all of the information that was helpful to us in the hopes that it will make your first few days here as painless and simple as possible.

WHEN YOU FIRST ARRIVE AT TECH:

You'll need to be checked into your dorm/apartment.

- Give the RA your campus ID (or driver's license) to get your room key.
- Get your RCC (Room Condition Contract) from the RA.
- Fill out RCC and leave stub of form on the mirror.
- The RCC goes to your RA, at which time you will receive your ID back.
- Go get your FOB (which allows you to scan into the dorm) in Harris Hall (which is behind Harper).

IF LIVING OFF CAMPUS:

Apartment Rentals:

- University Crossing
- Tech Town/University Commons

Other Rentals are available. Be sure to research and ask around.

Check with current grad students to get leads and the low-down on good areas/landlords and whom to avoid. Some landlords don't advertise and rely on word-of-mouth referrals from students moving out, or put flyers up in the Performing Arts (or other) buildings on campus.

If you wait to apply for housing the spring/summer before you come to school many locations will be filled so apply as soon as possible and have multiple options lined up.

Be aware that the deposit for utilities with the city of Ruston is \$150.00 and must be paid in full BEFORE service is started--that is for electric, water, sewer, garbage--even if you only have to pay electric, it's still \$150.00.

You must go in person to the City of Ruston's office and fill out the forms and pay the deposit to both set up and disconnect. That's applied to your final bill when you move out/disconnect--so you won't get the whole amount back. Gas service is separate and has a fee (\$35) to turn on (non-refundable) AND you must set up an appointment and be there for them to do this, if you miss them, you will

need to make another appointment and be charged ANOTHER fee each time you have to do this-- again, non-refundable. Internet service also has a connection fee, but Suddenlink will break it up into installments on your bill. Again, you need to make an appointment and be present for them to connect it. Call and make those appointments as soon as you know when you will be there--a month before is NOT too soon.

Please Note: The aforementioned fees may not apply if you are living in an apartment complex like University Crossing. However, they may have their own housing fee that is a one time payment per year.

To obtain your Campus ID:

*****You MUST have proof of registration (a signed advising form)*****

-Go to Tech Express and show advising form

-Get ID

-Sign up for meal plan (FYI, they automatically default to the most expensive one. Ask them about the different options!)

-If you live off campus and do not want a meal plan you are not required to sign up for one.

-If there are no holds on your account, all will go smoothly.

To Pay Tuition:

-Go to Comptroller office (which is located in the bottom of Keeny Hall)

-In Keeny is Financial Aid, Registrar, Comptroller and Payroll (you'll need all of these offices at some point)

To Be Paid:

-Go to Human Resources (Wyley Tower, 3rd floor)

-Fill out W-2s (need 2 forms of ID or a Passport)

-Fill out other forms

-Complete all of this as soon as possible, or you will miss the deadline for your first check and will get it a MONTH later!

To Get Parking Permit:

*****You need your vehicle registration, license and Campus ID*****

-Go to South Hall (top floor)

-If you have a handicapped tag and are from Louisiana, you need the official card from the state which identifies you as having such a tag; if you are from another state, you will need to explain to them that your state does NOT issue any such ID or card, and give them your hanging placard that has the expiration date--they will make a copy of it. If you have actual handicapped plates and will be getting

Louisiana plates, then BEFORE you move here, get the hanging tag from your previous state--you CAN switch your plates to Louisiana BUT also keep residency in your previous state with that Driver's License and hanging handicapped tags. (I highly recommend doing it this way.)

MAJOR TIP: If you pay with a check instead of a credit card, you will be processed 100x faster. Trust me--you want to pay with a check! (It does not matter if the check is from out-of-state.)

-Bottom floor is Health Services

-You need Immunization Records by the end of fall quarter

-Must be an official copy from your doctor or local or State Health Department

-If you don't have it, you won't be able to register for Winter Quarter

To Get Mailbox:

-Show ID at front desk. They will give you your mailbox number and code.

-Mailroom is located in the basement of Tolliver Hall.

To Get Internet:

-Must have student username and password

-Go to I.T. Services and give them your Student ID number

-IT is located in the bottom of Wylly tower. To get there you must enter on the left side (Not the library side) and walk down stairs.

*****Tech is not quite in the 21st century, so there is no wifi in the dorms or apartments. You MUST have a wireless router or ethernet cable in order to use internet where you live.*****

-Best campus wifi: LaTechWPA2

Registering for Classes

- After getting advised make sure you keep your advising form not only for the signatures to register but also as proof that you belong to the school.
- As of Fall 15, you can't get a school id until you have registered for classes and they will ask for your id....
- You must get signatures for most of your classes, if you are unsure if you need signatures check on your BOSS account
- Registrar will have your BOSS pin if you don't have it. This Pin is normally e-mailed to you prior to the start of school.
- After you have added all your classes you must "confirm your schedule" in BOSS or you will be purged every quarter.

Things that have to be finished before the end of fall quarter

- You must turn in an immunization record to the Student Health Center
- You also must have completed a Plan of Study.

- You will find the Plan of Study form online (see pg. 20 for Plan of Study information and guidelines.)
- This **MUST** be completed **BEFORE** you can register for Winter Quarter

LTCA Events

- Always show up on time, mostly at 8:00am on Howard Stage ready to do anything.
- Be a team player and leader but don't be shocked if an undergraduate asks for assistance.
- Set up will probably take all day, and during the event, our presence is required. Also, the strike will be intense so basically the whole day is busy until late at night.

Required/Unofficial Required

- Some events will say that grads are required to be present like production meetings, major/minor meetings, and workdays. When a professor ask if anyone has free time to work, this means unofficial requirement.
- Keep copies of ALL official forms for yourself--set up a filing system or notebook.
- ANY time you speak with anyone (by phone, especially), make a note of it in a calendar, planner, datebook, etc. with: date, time, THEIR name, what they said they would do/the status/timeframes, etc. If you turn in forms, make a note the same way with date, time, what was turned in, whom it was turned in to, etc.--trust us, you WILL need to do this to ensure everything went as you were told.
- Do NOT email or send out anything unless Cherrie has signed off on it--she must ALWAYS be cc'd on all emails.

Section I:

Graduate Classes

Each graduate student in theatre must complete 36 hours in Speech/Theatre or 30 hours in Speech/Theatre and 6 hours in a related field that is approved by your advisor and the Director of the School of the Performing Arts. Eighteen of the hours must be taken from the 500 series. The rest can be taken from the 400 with a (G) by the number or above.

Graduate Classes

As a theatre graduate, you are required to complete 36 hours of graduate credit. Of these hours, 18 hours are required hours.

- SPTH 500 Introduction to Graduate Studies in Theatre
- SPTH 506 Graduate Theatre History
- SPTH 516 Arts Administration
- SPTH 507 Principles of Design
- SPTH 530 Graduate Showcase
- SPTH 533 Theories of Performance

At least one class will be offered each quarter. Every theatre graduate student will take these classes together.

Thesis

If you choose to follow a thesis-track plan of study, you may find the guidelines at latech.edu/graduate_school/thesis_dissertations/grad_guidelines_thesis.php. The semester you complete your thesis, you need to take LBAR 551 Research and Thesis.

Theatre graduate students are not required to complete a Master's Thesis. Department of Theatre faculty is open to alternatives to the traditional thesis, such as writing a play or musical, etc. If you do not plan to write a thesis, you will need to take six extra hours for graduate credit.

Grade Point Average

To remain a student in good standing you must maintain a 3.0 GPA. If your GPA falls below this you will be put on academic probation. You have two quarters to raise your GPA. Failure to do so will result in your dismissal from the Graduate School.

Section II:

Theatre Course Rotation

Department of Theatre

Course Rotation

“YEAR A” (Even numbered years, beginning in 2016-2017)

Professor	Fall	Winter	Spring
Sciro	500--Grad Intro 515--Theatre Mgmt	516--Arts Administration 330--Beg. Directing	309--Stage Management 491—Promotions
Crook	210--Beg Acting 551--Grad Dir. Sem.	290--Appreciation 311/541—UG & Grad Acting Styles	211--Voice & Diction 440--Adv. Directing
Guinn	312--Adv. Acting 450--Unarmed	503--Grad Lt. Design 453--Double Fence	452--Broadsword 305--Stg Mechanics 511--Grad Cost. Design
Reynolds	502--Grad Sc. Design 100--Intro 260/460--Practicum	101--Stagecraft 371--Dramatic Writing 260/460--Practicum	472--Adv. Dramatic Writing 507--Princ. of Design 260/460—Practicum

“YEAR B” (Odd numbered years, beginning in 2017-2018)

Professor	Fall	Winter	Spring
Sciro	500--Grad Intro 509--Stage Management	516--Arts Administration 290--Appreciation	490--Arts Mgmt. 309--Stage Management
Crook	212--Adv. Scene Study 415--Shakespeare 506--Grad History	541--Grad Acting Styles 550--Grad Directing	310--Auds & Careers 530--Grad Showcase 533--Theories of Performance
Guinn	451--Swashbuckling 434--History I	403--Design II 435--History II 454--Pole Arms	455--Smallsword & Knife 410--Design III
Reynolds	100--Intro 314--Design I 260/460--Practicum	???--Makeup 101--Stagecraft 260/460--Practicum	308--Tech Direction 436--Contemp/History III 260/460--Practicum

Green Highlights = Required Grad Classes

Yellow Highlights = Required Undergrad

Approved: August 2, 2017

Section III:

Graduate Check Sheet

Thesis Track (Plan A)

- 3. Any 400 (G) or 500 level class (3 hours)
- 4. LBAR 551 Research and Thesis (6 hours)

Non-Thesis Track (Plan B)

- 2. Any 400 (G) or 500 level class (9 hours)

Courses required by the Department of Theatre for an individual student to take in order to remove any deficiencies. The Graduate Advisor will make the decision based on each individual student.

Deficiencies:

Course	Date completed:	Grade:	Hrs.	Professor:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Advisor: _____

Date: _____

Section IV:

The Comprehensive Exam

GUIDELINES: THE COMPREHENSIVE EXAMINATION PROGRAM,
M.A. IN COMMUNICATION / THEATRE

APPROVED BY DEPARTMENT FACULTY
Effective FALL QUARTER, 2015

The Master's Program at Louisiana Tech School of the Performing Arts Department of Theatre shall require as a component of the program of study a Comprehensive Examination. This Comprehensive Examination shall be comprised of written and oral tests.

All students regardless of Plan are required to take Test 1, the objective exam. A mock objective exam will be taken during the student's first quarter of studies as part of SPTH 500, Intro to Grad Studies in Theatre; if a passing grade of 70% is not achieved, it must be retaken until such a grade is achieved.

Students selecting Plan A (Thesis), will be exempted from the Comprehensive Examination Test 2 (objective/subjective) with their oral defense of the submitted thesis serving as the "oral" component of the degree program. Even though the Graduate School requires hard copies of the thesis, the Department of Theatre requires an electronic copy of the completed thesis project be submitted to the Director of the School of the Performing Arts before the end of the term of the student's anticipated graduation.

For all Plan B (Non-Thesis) students, the Comprehensive Examination shall be a three pronged exam: Test 1 (objective), Test 2 (objective/subjective), and Oral Examination.

Test questions for both Test 1 and Test 2 will be solicited from the Department of Theatre Faculty but not limited to the Department of Theatre Faculty. These questions shall be at the discretion of the members of the Examination Board and shall be concerned with the nature of theatre.

All faculty of the Department of Theatre and the Director of the School of the Performing Arts shall comprise the Examination Board. Additional members shall be included at the discretion of the Director of the School of the Performing Arts and/or the individual student and shall be jointly approved.

The Director of Graduate Studies, Department of Theatre, shall act as editor for the faculty solicited questions. The director shall provide the Examination Board with a copy of the edited version of the tests before they are made available to the qualifying students.

Test 1 (objective) may be taken at any time during the end of Winter/beginning of Spring Quarter of the student's final year of study. It must have been taken and passed by a minimal score of 70% by the date assigned for Test 2 (objective/subjective).

At the beginning of the quarter when the students are to undertake the Comprehensive Examination Test 2, they must enroll in LBAR 585 001 (0-0-0), a zero credit course, graded P/F; the enrollment in this class is to insure that students have a completion notification of the Comprehensive Examination Program appearing on their transcripts.

The written component of the comprehensive exam, test 2 (objective/subjective) is managed as follows

- Friday-Monday (date to be determined): objective/subjective exam, essay over the field(s) of expertise as defined by the student's plan of study; this is devised as a "take-home" exam. The questions will be available from the Director of Graduate Studies between 4:30-5:00 p.m. on Friday (date to be determined) and will be due to each member of the Examination Board electronically by 9:00 a.m. the following Monday.
- Students, in dealing with the take-home segment, shall observe the following format for the submission of their answer(s):
 - Cover page
 - Cover letter addressed to the Examination Board
 - Question(s) with answer(s) with internal documentation as required
 - A Works Cited page as per MLA Style
 - All work must comply with the Louisiana Tech University Honor Code available on-line

This submission shall be presented using a twelve point standard font (Times New Roman), single spaced lines, double spaced paragraphs, left margin a minimum of .75 inches, number pages excepting cover page and cover letter, and one copy printed on quality paper to be brought to the oral exam by the candidate.

The student shall submit a copy to each member of the Examination Board electronically.

The members of the Examination Board shall schedule a meeting to allow for the student's oral defense of the Comprehensive Examination.

This Oral Defense will be scheduled as quickly as possible following the receipt of the Test Question(s) and Answer(s).

The Oral Defense mandates that the candidate respond to questions posed by the Examination Board and drawn from the written exam and any area of theatre deemed appropriate by the Board. Students are to comply with the following expectations for the oral exam:

- Appropriate dress
- Timely appearance
 - Report to the examination room promptly and remain in the adjoining hall until called into the presence of the Examination Board
 - Remain in the adjoining hall once the Examination Board has excused the candidate from the examination room until the process is concluded
- Present prepared appropriate documents for signatures by the Examination Board

The Comprehensive Examination shall have the following results; "high pass," "pass," "retake" (all or part), "not pass". In the event of a "retake", the student will be allowed to resubmit the question(s) within a time frame designated by the Examination Board and following all the above listed criteria. In the event of a "not pass", the student will be required to enroll in a Liberal Arts 503A Directed Study class to prepare for the next opportunity to take the Comprehensive

Examination. In the event the student achieves sequential “not pass” evaluations on the Comprehensive Examination, he or she will be required to withdraw from the program.

Students are to bring with them to the Oral Examination the following Graduate School Forms. All of which are available online

http://www.latech.edu/graduate_school/thesis_dissertations/grad_forms_thesis.php:

-GS Form 11

-GS Form 16.

A final Plan of Study and GS Form 11 must be completed electronically BEFORE the Oral Examination is completed. GS Form 16 is to be taken to the Office of the Associate Dean, College of Liberal Arts immediately following the student’s passing of the Oral Examination.

Section V:

Plan of Study

About The Plan of Study

According to Louisiana Tech University's Graduate School:

"A plan of study serves as a guide to matriculation through your chosen program. It will list all the courses required to attain your degree. An official copy of your plan of study will remain on file with the College of Education Office of Graduate Studies. It is this copy that you and your academic advisor will complete as you undergo advising each quarter. You, however, are welcome to keep your own copy of your plan of study as a reference.

Note that plans of study are subject to change. In the event plans of study change, you will continue to use the plan of study under which you were admitted. As a result, your actual plan of study may not match those posted on the website. For more information, you can contact your academic advisor."

As of the 2016-2017 academic year, all Plans of Study must be submitted **ONLINE** only.

Attached you will find an example of a Plan of Study from a former graduate student. Feel free to refer to this example as you fill out and complete your own **ELECTRONIC** Plan of Study online.

Section VI:

Graduate Assistants

Graduate Assistants are the lifeblood of Louisiana Tech Theatre. Being a Graduate Assistant is a huge responsibility that reaps equally huge rewards.

Placement

Any area in which Graduate Assistant will be working are responsible for all the working of the Theatre Department. As a graduate assistant you will be assigned a specific office.

You will be assigned a placement for your Assistantship based on the needs of the Department and the discretion of the Coordinator of Theatre. These placements are designed to carry over throughout your time of study, and reassignment will only be made to fulfill a specific vacancy determined by the Department and Coordinator of Theatre.

Hours and Payment

As a graduate assistant you will be required to work 20 hours per week in your assigned areas for your assistantship stipends. Paychecks are distributed at the end of each month when you turn in your time sheet. In addition, all graduate students are required to take part in Professional Training Experiences (PTE's), which may involve work in the student's assigned area, or a different area. PTE's are assigned at the discretion of the Coordinator of Theatre and are considered a vital part of the graduate educational experience. Graduate Students will be expected to work their 20 Graduate Assistantship hours weekly in addition to however many PTE's are required for the Department of Theatre to run effectively and efficiently.

Responsibility

Graduate students devote most of their time to making the Theatre Department run effectively. Sometimes this means putting in long hours to ensure that a show will be a success or stepping up to lead projects that need to be accomplished. The graduate students are also the mentors to the undergraduate students. The dedication to theatre can be overwhelming to many new students; it is the graduates that lead by example. Please take time to observe Policy 2310 for guidelines for graduates; some may not apply to all.

Graduate Students in the Department of Theatre are also required to refrain from having a romantic or sexual relationship of any kind with undergraduate students from the Department of Theatre. If such a relationship occurs and is made known to Ms. Sciro, the graduate student will immediately lose all Assistantship privileges and will be released from the graduate program. If you have any further questions on this matter, please see Ms. Sciro in person to discuss the situation.

SPA Key Policy Statement

NEED FOR KEY CHECKOUT FOR STUDENTS, STAFF AND FACULTY OF SPA

Due to the activities of the SPA, it is necessary for students, staff, and faculty to have keys to rooms that are normally locked during and after office hours. Having access to these keys enables designated students/personnel to practice for musical and theater programs, to do office work, and to have meetings for various SPA groups.

The following people are allowed to check out keys:

Theater and Music Faculty have keys to their personal office/studio, Howard outer doors and any keys to rooms that faculty must use as part of his/her job.

SPA Secretary has keys to SPA office and Howard outer doors. Secretary also maintains key box in her office containing keys to Howard Center. Keys are checked out to Faculty and students using Key Check-out Agreement.

Theater Graduate Assistants - All key(s) are checked out to Graduate Assistants only after appropriate theater faculty and graduate assistant sign a Key Checkout Agreement form (copy attached) and return to SPA Secretary. Information is written in the Sign-out Register, and the Agreement form is also stored in Register.

To be able to carry out their many duties required of them as Graduate Assistant, the following keys are checked out to them:

All Graduate Assistants are issued a **PAC** key. The **PAC** key opens the following doors: Howard outer doors, upstairs hallway doors, University Theater, the two front house doors and side doors to Howard theater, dressing room #307, 308, inner and outer Shop Doors, Bay door, Green Room and Costume Shop.

In addition, each Graduate Assistant will also be issued office keys to his/her assigned area to be determined by the Coordinator of Theater. Key(s) will be issued for the duration of the school year and will be returned to the secretary of SPA by the last day of the Spring Quarter or, if summer work requires early departure, key(s) must be turned in prior to leaving campus.

The Faculty, Graduate Assistants and students MUST NOT:

- 1.Lend his/her keys to anyone.
- 2.Leave his/her key(s) where it may be lost or stolen
- 3.Open an office or room for anyone, other than someone assigned to that area. (However, there may be a verbal agreement established for which the responsibility for the unlocked area is delegated to another responsible individual until the area has been re-secured.)
- 4.Graduate and undergraduate students and faculty must turn in keys at the termination of responsibilities.

Faculty, staff and students need to remember that the keys allow access to thousands of dollars' worth of equipment and property. Misuse and loss of key(s) may be cause for disciplinary action and possible reimbursement of lost equipment.

In reference to Louisiana Tech University Policy 4106, the cost to replace keys is as follows:

Office or Other keys - \$25.00

Grand or Building Master - \$50.00

After you have received your Assistantship placement, a key check out agreement form will be issued to you. Have your supervisor write in the keys that you will need and have the supervisor sign the form. Bring the form to Ms. Mary Roberts in the SPA Office, and she will issue the keys to you. **Please remember to turn in the keys at the end of the spring quarter.** If your keys are not turned in when you leave at the end of the spring quarter, your check can be held by Human Resources until the keys are returned. And, you can be charged for the cost of the replacement(s). Also, you must not pass on keys to other students for any reason. If you no longer need the keys, please check them back in to the SPA Office. You are responsible for the keys as long as they are assigned to you. If you pass the keys onto someone else and they misuse or lose them, it is your responsibility. Therefore, **do not pass them on to another student.** This is a ruling of the State Auditor.

Payroll Information for Graduate Assistants ONLY

At the beginning of the Quarter, you **must** go to Human Resources and fill out paperwork sent to you from that office. If you do not go to Human Resources and fill out this form, you will not receive your first check until you have completed the paperwork. So it is very important that you take care of this **ASAP**. If, by some chance, you do not receive a letter from Human Resources asking you to fill out this form, please go by the Human Resources offices located on the 4th floor of Keeny Hall.

Each month you will receive a white time log and a green attendance report. Please fill out the time log for the corresponding month, **in pencil**, and sign **in blue ink**. Please, have Ms. Sciro sign this time log. You will also complete and sign the green time sheet; then, bring both forms to the SPA office. The forms **must** be turned in **no later than** the **last working day** of the month. In order to receive your paycheck, please adhere to this deadline.

PLEASE REMEMBER, YOU CANNOT WORK MORE THAN 20 HOURS PER WEEK.

At the end of the Spring Quarter, please remember to turn in your time sheet and log before you leave. Human Resources will not issue your check without this information. Also, before you leave in May 2014, please leave a Self-addressed, Stamped envelope, with me, to mail your last paycheck. If you are graduating, and you plan to pick up your last check, please inform me.

PLEASE KEEP THIS INFORMATIONAL SHEET FOR REFERENCE DURING THE SCHOOL YEAR.

If you have any questions, please contact Mary Roberts, at the number below and she will be glad to help.

Mary Roberts
Administrative Coordinator III
School of Performing Arts
Howard Center, Room 204
Phone: 318-257-2711
Email: mroberts@latech.edu

Section VII:

Required Meetings and Activities

There are a variety of activities, meetings and events within the department that all students are required to attend. Please note that the Department of Theatre utilizes a Google Calendar that serves as the official calendar of activities and events for all departmental needs. It is the student's responsibility to check the departmental calendar on a daily basis to stay up-to-date on calls, work days, meetings, rehearsal, performances, etc. The departmental calendar can be viewed on the Department of Theatre website at latechuniversitytheatre.com.

Work Calls and Technical Production

As part of the practical aspect of theatre education, all theatre majors, minors, and graduate students are required to attend all work calls, hang and focus, and strikes unless there is a conflict with a class. These responsibilities apply to ALL students, regardless of scholarship, assistantship, or work-study status, as they are not part of the regularly scheduled workload for those with any form of financial remuneration. Graduate assistants are required to work LTCA events as well.

Major/Minor and Production Meetings

- All theatre majors, minors, and graduate students are required to attend the weekly meetings scheduled for Fridays at 12:15 pm in the Stone Theatre. If a student has a 12:30 class conflict, he/she will be expected to attend the first 15 minutes of the meeting. If the student gets out of class at 12:15 he/she will be expected to attend. The student must turn in a copy of the fee sheet for the appropriate quarter for any conflicting classes. If a student must miss a meeting he/she must submit a written letter to the Coordinator of Theatre stating the reason for the absence. If the absence is a doctor's excuse, the student will need to submit a letter and the excuse from the doctor's office.
- Production meetings are held weekly in room 302. Production meetings are typically held on Monday afternoons, with the time specified each quarter. Any undergraduate student holding a production position for a show must attend production meetings while that show is in preparation/production. If a student has a class that conflicts with the scheduled production meeting time s/he must submit a written letter to the Coordinator of Theatre indicating the inability to attend production meetings and must select a "proxy" to attend them. All graduate students must attend each production meeting.

Section VIII:

Department of Theatre Faculty

Alphabetical Order

Paul Crook: pcrook@latech.edu (318) 257-2062

- Director of Recruiting
- Acting/Directing Associate Professor

Michele Dormaier: dormaier@latech.edu (318) 257-4693

- Instructor
- Costume Designer

Mark Guinn: mguinn@latech.edu (318) 257-2711

- Director, SPA
- Professor of Design and Movement

Dianne Maroney-Grigsby: dgrigsby@latech.edu (318) 257-2930

- Choreographer

Dr. Jeremy Reynolds: reynolds@latech.edu (318) 257-5270

- Assistant Professor of Design
- Production Coordinator and Technical Director

Cherrie Sciro: lulu@latech.edu (318) 257-5274

- Coordinator of Theatre
- Professor of Arts Management and Stage Management

Section IX:

Ruston City References

Chamber of Commerce	2111 North Trenton St	(318) 255-2031
Customer Service	401 North Trenton St	(318) 251-8675
Fire Department	920 East Georgia Ave	(318) 251-8628
Green Clinic	1200 South Farmerville St	(318) 255-3690
Lincoln General Hospital	401 East Vaughn Ave	(318) 254-2100
Police Department	401 North Trenton St	(318) 225-4141
Utilities	701 East Tennessee Ave	(318) 251-8611

Banks

Bank of Ruston	505 North Vienna St	(318) 255-3733
Chase Bank	400 North Trenton St	(318) 251-4516
Regions Bank	300 North Trenton St	(318) 251-3974
Community Trust Bank	1511 North Trenton St	(318) 254-7436
First National Bank	2001 North Trenton St	(318) 255-8482
LaCap Federal Union	Tech Drive	

Cable, Cellular and Internet

AT&T Cellular	211 North Trenton St	(318) 255-9198
Commander Communications	501 North Trenton St	(318) 255-4555
Express Marketing	2936 Woodward Ave	(318) 242-7690
New Age ISP	2428 Franklin Ave	(318) 239-4167
Suddenlink Communications	1001 Cooktown Rd	(877) 694-9474
Verizon Wireless	809 North Trenton St	(318) 255-8797

Churches

Bridge Community Church	2301 North Trenton St	(318) 251-1951
Calvary Baptist Church	5200 U.S. 167	(318) 255-3594
Church of Jesus Christ Of Latter Day Saints	205 West Woodhaven Rd	(318) 255-8379
Cook Baptist Church	2000 Cooktown Rd	(318) 255-1318
Emmanuel Baptist Church	1200 Farmerville Highway	(318) 255-0446
First Baptist Church	200 South Trenton St	(318) 255-4628
LifePoint Church	1018 South Vienna St	(318) 255-2993

Presbyterian Church	212 North Bonner St	(318) 255-2542
St. Thomas Aquinas Catholic Church	810 Carey Ave	(318) 255-2870
Trinity United Methodist Church	1000 West Woodward Ave	(318) 251-0750

Grocery Stores

County Market	101 West Arizona Ave	(318) 255-2651
Rite Aid	105 West California Ave	(318) 513-1260
Stop-N-Serve Food Mart	1408 North Trenton St	(318) 255-8521
Super 1 Foods	1500 North Trenton St	(318) 254-1445
Walgreens	1401 North Trenton St	(318) 254-8731
Wal-Mart Supercenter	1201 North Service Rd East	(318) 251-1168
Wal-Mart Neighborhood Market	321 W California Ave.	(318) 497-6233

Hotels

Americas Best Value Inn	1105 Trenton St	(318) 251-0000
Comfort Inn	1951 North Service Rd East	(318) 242-0070
Days Inn	1801 North Service Rd East	(800) 225-3297
Fairfield Inn	1707 Roberta Ave	(318) 251-9800
Hampton Inn	1315 North Trenton St	(318) 251-3090
Holiday Inn Express	1825 Roberta Ave	(318) 513-9777
Sleep Inn and Suites	106 South Service Rd East	(318) 232-1100

Off-campus Living

Apartment Rentals	700 Gilman St	(318) 242-0003
Campus Evolution Villages	1812 West Alabama Ave	(318) 254-1010
Evans-James Duplexes	5578 U.S. 167	(318) 255-8711
University Crossing Apartments	1201 West California Ave	(318) 300-4978

Restaurants

Dawg House Sports Grill	102 North Homer St	(318) 513-1188
Brister's Smokehouse	1313 Cooktown Rd	(318) 513-9966
El Jarrito Mexican Grill	704 Celebrity Dr	(318) 251-4030
Little Pizzoli's Italian Café	101 North Trenton St	(318) 251-2222

Peking Restaurant	1300 North Vienna St	(318) 251-9988
Ponchatoula's	109 East Park Ave	(318) 254-5200
Portico Bar & Grill	1821 Northpointe Ln	(318) 255-9900
Sundown Tavern	111 East Park Ave	(318) 255-8028

Section X:

Policies

Policy 4106 - Keys for Offices and Buildings

Revision Date: 9/22/2016

Responsible Office: Operations and Maintenance

Purpose

To ensure that all University keys are accounted for and used appropriately.

To implement a tracking system for all University keys.

To ensure the safe access and security to all University buildings.

Procedure

In order to obtain a key to a University building the following procedures will be required:

1. Complete a **key request form** and have the form signed by the department head.
2. All Building Master and Grand Master keys must have approval and signature of the Assistant Vice President for Administration and Facilities.
3. Submit the completed form to Physical Plant.
4. Physical Plant will then make the appropriate key(s). When the new key(s) is available for pick up, the employee or department representative will be contacted by email or phone. The employee will be required to come to Physical Plant Office to receive their key(s).
5. Keys will only be held at the physical plant for **30 days** after the email notification of their availability has been sent to the person requesting the key. If the requested key is not picked up within the 30-day time frame the key will be destroyed. The department **will still be required** to pay for the key that was requested even if it is not picked up from the Physical Plant. If the key is still required then a new key request will have to be re-submitted to the Physical Plant. The department will be required to pay for the key again if they have to re-submit a key request because the first key was never picked up.
6. Before the key is given to the employee, the employee will be required to identify themselves to Physical Plant personnel by presenting their university identification card. A copy will be made and kept on file with the key request form. Once they have been positively identified, the employee will be required to sign the authorization statement on the bottom of the **key request form**. This authorization will acknowledge that the employee is responsible for the key and will be charged an appropriate fee if the key is lost or if it is not returned upon termination of their employment with the University. The key number and the employee name will be entered into a database in order to track University keys.
7. Upon termination of employment for any reason the employee will be required to turn in all assigned keys to the Physical Plant. Failure to turn in University keys will result in appropriate deductions from the employee's last paycheck. Upon return of the University keys the Physical Plant personnel will give the employee a receipt stating that the keys have been turned back in. The employee can then give a copy of this receipt to Human Resource Office to avoid being charged for the keys.
8. Departments wishing to request a key for a student will request a key be issued to their Departmental Student Key Set using the **student key request form**. Request for student keys will require the Department Head's signature as well as the Dean's signature. Students may not be issued a grand master

key. Request for a building master key will require approval from the Vice President of Finance and Administration. The Department will be responsible for issuing, tracking, and retrieving all keys issued to students within their department. Lost Departmental Student Keys are subject to the same financial penalties that are imposed on employees who lose keys.

9. Random key audits may be performed by a representative from the Physical Plant or from the Office of Internal Audit. During a key audit any person or department that has been issued a University key will be required to account for all issued keys.

In the event a key is lost:

1. Report the situation to Physical Plant immediately.
2. Physical Plant **may** provide a copy of the lost key and will charge the employee or Department the appropriate fee. If Physical Plant determines that a copy of the key can be made, then the employee or Department will be required to follow the procedure above for requesting a new key.
3. For security sensitive areas it may be necessary to change the locks when a key is lost. If deemed necessary the employee or Department will be charged an appropriate fee for this service. The decision to replace the key with a copy or change locks will be determined by Physical Plant. If this is necessary all employees who have been issued this key will be issued a new key matching the new lock. These employees will have to come to the Physical Plant facility to receive their new keys.

If a key is damaged and no longer works:

1. Notify Physical Plant by using the key request form.
2. Submit the damaged key with the key request form to Physical Plant.
3. The process for getting a new key will be the same as listed above.

FEES:

Department Charges - New Requests

- \$5.00 per key
- \$25.00 per lock core

Employee Charges - Lost / Not Returned keys

- Grand or Building Master \$50.00
- Office or other keys \$25.00

Other costs may be charged by Physical Plant if it becomes necessary to change locks or any lock hardware. These charges will be made at the discretion of Physical Plant.

Any questions on the key policy or key request form should be directed to Physical Plant at 257-3267.

ELECTRONIC ACCESS

Electronic access to buildings is available through RFID enabled Campus ID cards or key chain FOBs issued by individual facility administrators. ID cards are issued through the Tech Express office and are tied to the Campus Wide ID number. Through active directory maintained by the Computing Center, ID cards are activated and deactivated by either employment status or enrollment status. FOBs are activated and deactivated by individual facility administrators. History of credential use is archived in the Genetec system database.

Access to University facilities through the electronic system is authorized by the administrators for each area controlling the facility. Each area controlling the facility shall maintain a policy for their area of responsibility. The Genetec system will maintain who authorized access, the date authorization was granted and specific areas granted access. Audits of persons granted access to specific space will be performed periodically to ensure that only those persons needing access to individual facilities is granted access.

Audits of persons granted access to specific space will be performed periodically to ensure that only those persons needing access to individual facilities is granted access.

Policy 4107 - Locking and Unlocking Buildings

Revision Date: 3/24/2016

Responsible Office: Operations and Maintenance

Responsibility for locking and unlocking of buildings generally resides with the custodial services within the Physical Plant. Those buildings locked and unlocked by custodial services are those administrative and academic buildings on the main campus. Exact times are dictated by academic schedule, but are unlocked at 5:30 a.m. Monday through Friday and locked at the end of academic scheduling in the evening. Requests for exception to this schedule are submitted through the Physical Plant work order system.

Buildings not locked and unlocked by custodial services are: A.E. Philips Laboratory School, all athletic facilities, recreational facilities, residential facilities, facilities leased to 3rd parties (Bookstore and Food Service Facilities), research facilities and farm facilities. The Athletic Department will lock and unlock all athletic facilities. Student Affairs will lock and unlock all residential facilities and recreational facilities. The Farm will lock and unlock all farm/agricultural facilities. Facilities leased to 3rd parties are locked and unlocked by the lessee.

SECTION 7- OFFICE SAFETY

The U.S. Centers for Disease Control and Prevention states that , “Maintaining a healthy office environment requires attention to chemical hazards, equipment and work station design, physical environment (temperature, humidity, light, noise, ventilation, and space), task design, psychological factors (personal interactions, work pace, job control) and sometimes, chemical or other environmental exposures.

A well-designed office allows each employee to work comfortably without needing to over-reach, sit or stand too long, or use awkward postures (correct ergonomic design). Sometimes, equipment or furniture changes are the best solution to allow employees to work comfortably. On other occasions, the equipment may be satisfactory but the task could be

redesigned. For example, studies have shown that those working at computers have less discomfort with short, hourly breaks. Situations in offices that can lead to injury or illness range from physical hazards (such as cords across walkways, leaving low drawers open, objects falling from overhead) to task-related (speed or repetition, duration, job control, etc.), environmental (chemical or biological sources) or design-related hazards (such as nonadjustable furniture or equipment). Job stress that results when the requirements of the job do not match the capabilities or resources of the worker may also result in illness.”

OFFICE SAFETY TRAINING

Budget Unit Heads of units with offices must conduct and document an initial safety orientation of all new employees who shall work in the office environments. Such orientation shall consist identifying those safety hazards associated with the offices and specifying those measures needed to minimize them. An excellent aid to use in this orientation is the Loss Prevention Unit of the Louisiana Office of Risk Management training module on Office Safety. This module is available through the La Tech EHS. This training should be reviewed with all employees at any other time that new safety issues are introduced into the office environment.

TRIPS AND FALLS IN THE OFFICE SETTING

Falls are the most common source of disabling injury in the office environment.

To minimize exposure:

Avoid thick carpeting. Have frayed carpeting repaired or replaced.

Have loose floor boards and tiles repaired.

Have tracked-in rain, spilled drinks, and other out-of-place liquids mopped up immediately.

Pick up dropped pencils, paper clips, rubber bands, and paper.

Keep cords from telephones, typewriters, computers, and other business office machines out of traffic areas and knee wells of desks.

Use appropriate ladders and step stools to reach high objects.

Close file and desk drawers immediately after completing a task.

Use the handrail when climbing and descending stairs.

Move quickly enough to be efficient, slowly enough to be cautious.

BACK SAFETY IN THE OFFICE SETTING

“Bad chairs” are a major cause of back injuries and can be avoided by using "good" chairs that have:

The front of a work chair, rounded off to avoid restricting blood flow in the under part of the thighs.

Support for the lumbar vertebrae (at the base of the spine). This helps the back to hold a slight forward arch.

But while all researchers recommend lumbar support, opinions vary widely on exactly where the backrest should be located, how high it should be, and of what contour. Set the back of your chair to a position which is comfortable for

you. Seat cushions that have only light padding so that the buttocks can change pressure areas easily-. If it is too soft, it puts pressure under the thighs, locks the hip bones upward, and pinches the underside of the socket joint.

The backrest- be either left open or so strongly concave that the ischium - the lower most part of the hip bone on which the body rests when sitting - can be rotated backward without hindrance. This also allows for air circulation.

Adjustable seat height- Different researchers recommend ranges from 6 to 9 1/2 inches of adjustability.

Footrests which should be utilized for two reasons:- for shorter people who must adjust their chairs too high in order to comfortably work at their desks; and for improving the angle of the foot when it is in a resting position.

Have some mechanism for leaning the seat backward in order to rest strained back muscles.

STRESS WHEN WORKING IN AN OFFICE SETTING

Stress can create an environment for illness or accidents to happen, but not all stress can be avoided or counteracted. However, the following tips may aid in relieving physical stress:

Keep your neck and back in as natural a line as possible with your spine. Bend forward from the hips, but don't arch your lower back.

Use a footrest to relieve swayback. The idea is to have your knees higher than your hips.

A few leg exercises at your chair during the day can minimize circulatory problems. For example, lift and lower your heels while keeping your toes on the floor; move your feet up and down while keeping your heels on the floor; and swing your legs back and forth at the knees. Even better, of course, is to walk around from time to time.

Similarly, a few neck and shoulder exercises can relieve tension from prolonged sitting. For example, lift your shoulders to your ears and drop them down into a relaxed position; move your head up and down, side to side, and in a circular motion; and rotate your shoulders in a circular motion.

FIRE SAFETY IN OFFICES

The following reminders are offered:

Electrical

1. Some inappropriate use of extension cords are:

Using them as permanent wiring.

Using unapproved extension cords.

Overloading power capabilities of the cord during temporary use.

“Daisy chaining” (plugging one extension cord into another and another, etc.)

Using one surge protector/power strip to power another

Utilize extension cords for temporary service only. Arrange for additional permanent electrical service, if necessary.

2. Keep all cords out of traffic paths.

3. Unplug electrical appliances by the plug-head, not by pulling the wires.

Flammables, such as rubber cement thinner, white-out thinner, and some cleaners and solvents)

Limit the amount on hand.

Fire/Fire Alarms (see "Fire Safety" section for more details)

If you see a fire: Sound the alarm, get others to safety. Leave by the nearest safe exit. Call the University Police at 257-4018 from a safe location to confirm the alarm.

If you hear an alarm: Treat it as real. Natural gas leaks and fires in many new synthetic materials give no safe early warnings such as burning odor or visible smoke. Leave by the nearest exit.

OFFICE MACHINE SAFETY

Generally, moving parts of office machines are well-guarded, but precautions are still necessary. Many manufacturers either post safety rules on their equipment or provide booklets. Be familiar with these rules. The following tips are offered for some equipment:

Paper cutters: Keep the blade handle locked down when it is not being used. Keep fingers away from the blade while cutting. Newer units have a finger guard at the blade.

Moving machinery: When using paper shredders, duplicating machines, printers, etc., long hair should be kept up and/or back to avoid entanglement. Similarly, dangling jewelry and cuffs should be kept away from areas where they could be drawn into or caught on the machines.

Spindles, staples, pins, letter openers, razor blades, and knives are all designed to cut, tear, and/or pierce. Care should be taken at all times. Cut away from yourself. Cap spindle points and blades with protective materials.

Energy emitters: Copiers, microwave ovens, and laminating ovens all have built-in safety features to limit the emission of light and heat. Staring at intense light sources can lead to temporary vision problems. Servicing should be performed by trained personnel to avoid burns and electrical shocks.

ENVIRONMENTAL ISSUES IN OFFICES

Noise - Noise levels above 85 dBa is temporarily detrimental to health; above 80 dBa, it is disturbing to office work; above 70 dBa, it is distracting; above 60 dBa, it can interfere with conversation (receiving instructions). Normal office environment noise ranges from 60 - 70 dBa.

Light - For routine office work, 400 to 800 LUX (light measurement in the metric system) is recommended.

For video display terminals (VDT's), less light is needed in order to maximize contrast of words on the VDT screen and to minimize glare on the screen resulting from overhead lighting. Individual "task" lighting may be needed to provide enough light to read printed copy. Large bright windows should be sufficiently covered with shades or curtains.

ERGONOMICS IN THE OFFICE SETTING

According to the U.S. Centers for Disease Control and Prevention, "Ergonomics is the scientific study of people at work. The goal of ergonomics is to reduce stress and eliminate injuries and disorders associated with the overuse of muscles,

bad posture, and repeated tasks. This is accomplished by designing tasks, work spaces, controls, displays, tools, lighting, and equipment to fit the employee’s physical capabilities and limitations.” Ergonomics must be considered in the selection of any office furniture and equipment, and in the organization/utilization of assigned office space.

Policy 2310 - University Policies, Procedures, and Guidelines for Graduate, Teaching, and Research Assistantships

Revision Date: 6/9/2016

Original Effective Date: 9/3/2003

Responsible Office: Dean of the Graduate School

Effective for Fall Quarter 2016

Mission

The Graduate School offers the administrative structure, leadership, and guidance necessary to support graduate education at Louisiana Tech University. The staff members of the Graduate School work with the Vice President of Academic Affairs, the Graduate Council, the academic Deans/Associate Deans, and the graduate programs and faculty to help provide students with a superior educational and research environment within which to pursue rigorous, challenging, and relevant graduate and professional degrees.

Administration

The Dean of the Graduate School administers and coordinates the graduate programs of the University. Graduate instruction is supervised by the appropriate academic deans, associate deans for graduate studies, department heads/coordinators/directors, and graduate faculty under policies set forth by the University of

Louisiana System, Louisiana Tech University, and the Graduate Council chaired by the Dean of the Graduate School. The President of the University is the final institutional authority in the operation of the Graduate School.

The Graduate Council, chaired by the Dean of the Graduate School and composed of representatives from each College and the Student Government Association, recommends policy requirements and identifies issues that pertain to graduate, teaching, and research assistants. The Graduate Council relies upon each College to establish specific policies within the framework established for the University. The policies established by each College must be in writing and recommended for approval by the Graduate Council. It is the responsibility of each College to implement, monitor, enforce, and file for review the guidelines set forth in this document.

Student Responsibility and Requirements

It is the responsibility of students receiving assistantship funding to be knowledgeable of all policies and procedures regarding compliance with the awarding of and retaining eligibility for an assistantship. Individuals appointed with the title of Graduate Assistant, Teaching Assistant, or Research Assistant **must be admitted to and enrolled full-time in a graduate degree program.**

Applications

Assistantships are normally budgeted to a College but can also be provided by non-academic areas such as the Library, Residential Housing, Continuing Education, and the Enterprise Center. Applications for an assistantship may be obtained from the Associate Dean for Graduate Studies in the applicable College or administrative unit/department in which the services are to be performed.

In addition to meeting all admission requirements, certain units/departments may also require letters of recommendation for an assistantship position. Students whose first language is not English and who are seeking graduate teaching assistantships must demonstrate English language proficiency. Additional requirements are necessary for those appointed to Teaching Assistantships.

Availability and Deadlines

Contact the Associate Dean for Graduate Studies in applicable college and/or administrative unit/department to identify the availability and deadlines for assistantships in a particular area.

Eligibility

Assistantships are limited in number and are not guaranteed. Assistantships are subject to criteria such as minimum grade point average/test scores, a specific skills set offered by the applicant, needs of the College or Unit/Department, and order in which the assistantship application was received. To be eligible for an assistantship, a graduate student must

- meet Graduate School admission requirements,
- meet the requirements of the individual College,
- submit satisfactory standardized test scores, if applicable, and/or
- meet requirements of category of assistantship, if applicable (i.e., Teaching Assistantship).

Students leaving the campus for academic related activities (e.g., University sponsored research activities) may be considered for an assistantship. Students are required to complete the Assistantship Agreement for At-a-Distance Assignment PRIOR to leaving campus. Duties and responsibilities are to be detailed in the Assistantship Agreement for At-a-Distance Assignments. International students must secure signatures on the Assistantship Agreement for At-a-Distance Assignments from the International Student Office prior to any off-campus assignments attesting to the fact that the assignment will not jeopardize the international student's visa status.

Students admitted to the Graduate School in the non-degree category (i.e., Life-Long Learning, Transient, Graduate Certificate) are not eligible for an assistantship.

Reasons that may lead the loss of an Assistantship

Reasons a student may lose an assistantship include but are not limited to:

- becoming ineligible for continued enrollment in the Graduate School,
- being placed on academic probation,
- students leaving campus during an assistantship appointment period for reasons other than approved University-related business (i.e., traveling home for visit, vacation, etc.),
- student violation of University policy (e.g., falsification of time sheet),
- dropping below full-time status,
- lack of available funding, or
- failure to perform assigned duties.

Students who lose an assistantship also forfeit any benefits associated with the assistantship, such as the out-of-state fee waiver and, in some cases, may also be required to pay back funds associated with the assistantship.

As stated in [University Policy 1402-Conditions of Employment](#), students are not allowed to work or be paid as an Assistant AND be employed by the University as an Unclassified/Classified employee or Financial Aid student employee during the same time period. They will be required to resign from their current position before starting the new position.

Appointment Request Forms

Assistantships are appointed after the submission and approval of an Appointment Request Form. Appointment Request Forms must be completed every fiscal year by the department, research center, unit, or Director of Graduate Studies in each college as in each case is appropriate. Amended forms must be completed if there are changes in any of the following:

- the stipend amount,
- the position,
- the budget account code, or
- the award period.

No appointment is final until approval has been received from the President and the Appointment Request Form is filed in the Office of Human Resources. Approved Appointment Request Forms must be filled out correctly and include signatures from the appropriate Department or Budget Head, Dean, Budget Officer, Graduate School, Division Head or Vice-President, and President. The Appointment Request Forms using Grant Funds must also obtain signatures from the Project Director and University Research. The Office of Human Resources will only accept completed, signed Appointment Request Forms. Incomplete forms will be returned to the appropriate department. Completed signed forms must be received in the Office of Human Resources by the Monthly Payroll Deadline in order to be paid that month. Forms received after the Monthly Payroll Deadline will be paid in the following month. Monthly Payroll Deadlines are found on the Office of Human Resources [webpage](#) .

Appointment Request Forms should clearly designate the category of the Assistantship:

- GA: Graduate Assistantship
- TA: Teaching Assistantship (Instructor of Record)
- RA: Research Assistantship

Students changing from one category to another (e.g., GA to TA, GA to RA) should have a new Appointment Request Form generated to reflect the change in duties.

NOTE: Appointment Request Forms that are amended or changed during the year REPLACE any previous Appointment Request Forms. Units should be mindful that changing an Appointment Request Form can impact out-of-state fee waivers and payment for future quarters. When revising or changing an Appointment Request Form, the new Appointment Request Form(s) should be marked as “Amended” at the top of the form and a copy of the previous form be attached. It is possible to amend part of the award period of the appointment. Please note that a new Appointment Request Form is required to continue the assistantship when the Amended Appointment Request Form ends.

Assistants appointed during the quarter in which the graduate degree will be conferred cannot work beyond the last day of classes for that final quarter. Students pursuing dual degrees simultaneously and awarded assistantship funding during the final quarter when one of the graduate degrees is conferred may continue working beyond the last day of classes for that quarter as long as the student continues enrollment in the second graduate degree program. Failure to continue with the second degree after completion of the first degree may require reimbursement of funds to the University because of ineligibility.

Out-of-State Fee Waiver

Appointment Request Forms cannot be processed or the out-of-state fee waiver posted by the Graduate School until the Assistant has been appropriately registered for the correct number of credit hours. All Appointment Request Forms will be returned to the originating office to be held until the student has been appropriately registered. Out-of-state tuition is waived for those students holding full-time or part-time assistantships for a minimum of four weeks within a given quarter. The Appointment Request Form must

reach the Graduate School prior to the 9th class day of any quarter to receive the out-of-state fee waiver. Out-of-state fee waivers must be posted to the student account prior to the 9th class day of each quarter. In order for the Assistant to receive an out-of-state fee waiver posted after the 9th class day, the Appointment Request Form must be accompanied by a memorandum from the originating office identifying the reason for the late processing. This memorandum must be approved by the Associate Dean for Graduate Studies and Dean of the applicable College, and Dean of the Graduate School.

Out-of-state fee waivers are not retroactive.

Resigning and Termination from an Assistantship

Assistants who resign from the University in accordance with University regulations can expect a reduction of the out-of-state tuition waiver received as part of the assistantship to be calculated as part of the resignation calculation. Assistants who resign or abandon an assistantship but who remain enrolled at the University will be required to repay the out-of-state tuition waiver to the University if the Assistant worked less than the required four (4) full weeks of the academic quarter.

A student is to be notified in writing by the unit funding the assistantship if the assistantship is to be terminated. Students wishing to appeal an assistantship termination may follow the appeal procedure outlined in this document.

As indicated in [University Policy 1403-New Employees and Terminating Employees](#), the Office of Human Resources must be notified immediately by the terminating employee's department of any terminations of employment in order to avoid any possible overpayment of salaries.

Notifications must be made in writing for audit purposes. Acceptable forms of written notification are e-mail, fax, or memorandum (Example of Memorandum to be used).

Teaching Assistantship-Additional information on Appointment Request Form

Teaching Assistant Appointment Request Forms should denote the number of graduate semester credit hours the student has earned in the area of teaching on the Appointment Request Form for each submission. The Teaching Assistant must meet a minimum of 18 semester graduate credit hours in the teaching discipline. A copy of the Teaching Assistant's transcript with the appropriate graduate courses highlighted that are applicable to the area of teaching should accompany the Appointment Request Form the first time a student is designated as a Teaching Assistant. Subsequent submission of the Appointment Request Form designating the student as a Teaching Assistant requires documentation of the number of graduate credit hours earned on the Appointment Request form next to Category of Assistantship. The course(s) assigned to the Teaching Assistant should be listed on the Appointment Request Form. Teaching Assistants should **not** be assigned to teach Graduate courses or courses where Graduate Credit can be earned.

Teaching Assistants whose primary language is not English are required to have proof of English Proficiency submitted with the first Appointment Request Form designating the student as a Teaching Assistant. Subsequent submission of the Appointment Request Form designating the student as a Teaching Assistant should note that the documentation is on file.

Paperwork

Students should schedule an appointment to complete paperwork in the Office of Human Resources upon receipt of an assistantship. The following should be brought with the Assistant to the scheduled appointment with the Office of Human Resources:

United States Citizens

Should bring **original unexpired** identification:

- United States Passport or
- Driver's License or
- Government Issued ID with Birth Certificate or Social Security Card.

Permanent Residents

Should bring their

- **original unexpired** Permanent Resident Card or
- Alien Registration Receipt Card (Form I-551) and Social Security Card.

International Students

Assistants who are not United States citizens and do not hold Permanent Residency Status should first secure a Social Security Card. The International Student Office located on the Louisiana Tech University campus will assist with this process. Once the Social Security Card is received, the student should schedule an appointment with Office of Human Resources to complete the necessary paperwork. If an Assistant has a problem obtaining the above identification, he/she should personally contact the Office of Human Resources.

Assistants employed by the University are covered under Workman's Compensation laws. It is therefore imperative that the proper hiring procedures are followed to ensure that the University and/or its agents are not in violation of any rules or statutes.

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any Graduate Assistant employed by the University must be paid in accordance with the University's Graduate Assistantship policy.

Requirements of an Assistantship

Full-Time and Part-Time Assistantships

Full-time assistants can work no more than 20 hours per week. Students can also be offered part-time assistantships. An assistantship is considered to be part-time if time/teaching requirements are less than that of a full-time assistantship (maximum of 20 hrs/week) offered by that unit/department. A student must meet

the same eligibility, course load requirements, etc. criteria for a part-time assistantship as for a full assistantship.

Stipend Amounts and Duration of Appointment

Full-time and part-time stipends for Assistants are established by the department or unit where the assistantship is offered and must meet the federal minimum wage requirements. Duration of the appointment is determined by the department or unit but is contingent upon availability of funding.

Course Load Requirements

Assistants are expected to earn no less than six (6) hours of graduate credit on their Plan of Study during each regular quarter (Fall, Winter, Spring). Summer quarter is exempt from earning six (6) hours of graduate credit **provided** the student was a full-time graduate student the previous Spring Quarter **AND** has pre-registered for full-time in the upcoming Fall Quarter. In that case, Summer enrollment of three (3) graduate hours is sufficient to retain an assistantship. If the student was not full-time during the previous Spring Quarter or will not be full-time during the upcoming Fall Quarter, the student must be enrolled in a minimum of six (6) hours of credit on the graduate Plan of Study during the Summer Quarter to retain eligibility.

If undergraduate courses have been stipulated to fulfill deficiencies in the Plan of Study and are used to fulfill those deficiencies, these courses must be listed on the Plan of Study. Courses being audited do not qualify. Assistants must be enrolled in a minimum of 3 graduate hours on Plan of Study in addition to the undergraduate deficiency courses to retain assistantship eligibility.

An Assistant who is registered to graduate may receive an assistantship for the quarter in which the student is scheduled to graduate, but must be enrolled in at least one 3 semester credit hour graduate course listed on his or her graduate Plan of Study. NOTE: This exemption from the six (6) hour enrollment requirement may be used only once during each student's graduate program. Students who postpone graduation cannot re-use this category in a subsequent quarter and must be enrolled full-time for the remainder of the graduate program in order to be eligible for an assistantship. Exceptions, for unusual circumstances, must be recommended in writing by the appropriate Director of Graduate Studies and approved by the Dean of the Graduate School.

Assistants who reduce their course load below full-time graduate status (6 graduate hours) may have their assistantship cancelled and may be required to repay the out-of-state tuition waiver, and/or other fees received as part of the assistantship to the University. According to the Department of Civil Service, "a student employee dropping from full-time status to part-time status...MUST TERMINATE University employment immediately." **The student will be responsible for reimbursing the University for those funds received while ineligible to do so.**

Attendance Reports

All Assistants are required to submit monthly time and attendance reports to their unit/department head. Assistants must sign only their own individual time sheet certifying the actual hours worked. All time/attendance reports must contain original signatures, and stamped, faxed, or copied reports are not permissible. These forms must be completed monthly by each Assistant, including those on research/external appointments, and returned to the respective unit/department head and appropriate Dean/administrator for

review and signature prior to submission to the Office of Human Resources by the 5th working day of each month. In addition, each Assistant is expected to keep a daily log of time worked. Copies of the daily log of time worked should be retained by the appointing unit and the monthly time/attendance reports submitted to the Office of Human Resources must be available for inspection by auditors at all times. The Records Retention schedule should be used to determine the length of time for retaining these records.

Assistants are not required to work or “make up” their regularly scheduled work hours when the University is officially closed. Assistants who are scheduled to work during quarter break or when the University is officially closed (e.g., Christmas) and fail to do so are required to document missed hours. Assistants are not required to “make-up” time for University closures; therefore, assistants are not required to document hours worked on the timesheet during University closures. For example, assistants are not required to indicate on the timesheet that hours were worked during the Christmas break unless actual hours were worked. Assistants are paid their normal hourly rate for these two weeks unless the funding department indicates otherwise.

Assistants will be compensated only for hours worked during a pay period and may not exceed 20 hours per week during any pay period. **The limit of hours must be monitored by the departmental supervisors to make sure that the maximum of 20 hours per week is not exceeded without prior approval.**

Any scheduled hours not worked during the month (e.g., absences due to illness, death in the family, etc.) must be made up during the same pay period or the hours missed will be deducted from the paycheck. Do not list absences on time sheet if hours are made up. Assistants are not eligible to earn vacation, leave time, comp time, or other benefits and are not automatically exempt from income tax withholdings. Falsification of time-sheets may result in disciplinary action by the University or even criminal charges.

Assistants leaving campus for campus related activities (e.g., conferences) while on assistantships are required to have a university approved travel authorization even if no funding is being provided to the assistant for the travel. Upon return, documentation should be provided for the duration of leave. If assistants travel to other locations for personal business during the academic quarter, the assistantship should be terminated during this period and the assistantship can be re-instated on the first day the assistant returns to campus using Appointment Request Forms. Failure to comply with this can result in the loss of benefits (out-of-state fee waiver) and return of funds back to the University.

Assignments and Duties

Assistants are vital components of the graduate programs at Louisiana Tech University. Their assistance is essential to the fulfillment of the role, scope, and mission of each of these programs. It is an honor to be selected as an Assistant. Students who serve in this capacity are recognized for academic achievement and professional promise. They serve in a supervised setting while also pursuing an advanced degree. Acceptance of an Assistantship is a professional commitment for the time stipulated. Assistants serve in variously assigned administrative, teaching, assisting, or clerical capacities.

Graduate Assistant

Duties:

The duties of a Graduate Assistant primarily support administrative functions and include such general functions and typical duties such as:

- Clerical Support
 - Copying course materials,
 - Correspondence,
- Technical / Support Services
 - Webmaster/assisting faculty with web pages,
 - Network administration/end-user support,
 - Monitoring, instruction, and service in labs (computer, video, etc.),
 - Routine support for publications (record keeping, writing copy for university or department newsletters or non-research publications, correspondence, etc.), °Providing curricular and academic advice to students, and/or
 - Providing support to advisors.

Other duties may be assigned to a unit/department or to a faculty member who will define the specific duties of the Graduate Assistant. These duties may include, but are not limited to, the following:

- Assistance in administering and grading objective exams or the objective questions included in exams,
- Preparation of demonstration materials, displays, or audio-visual materials,
- Maintenance of classrooms, laboratories, equipment, and storage areas in good order; reporting needed repairs and problems to their supervisor,
- Library research,
- Computer assistance such as data entry, spreadsheets, statistical packages, and word processors; and assistance in conducting literature searches, and/or
 - Assistance to the Library in the conduct of its circulation, inter-library loan, reserves, and related business.

Expectations:

The Graduate Assistant is an extension of the permanent teaching faculty and staff and as such must meet certain expectations:

1. Assuming assigned duties,
2. Maintaining a professional attitude towards students, staff, and faculty,
3. Maintaining a standard of personal appearance and personal hygiene which reflects a professional demeanor,
4. Handling confidential information in a professional manner, and
5. Representing the College and University to others with whom the assistant has contact.

Supervision:

Normally, the academic unit/department head/coordinator by which the assignment is made shall designate, subject to the approval of the Dean of the College, faculty members holding full-time appointments to supervise and coordinate the work of the Graduate Assistant. Graduate Assistants are expected to report to appropriate faculty and staff members promptly and regularly.

Evaluation:

Graduate Assistants are **not required** to be evaluated by a unit. However, a unit may choose to evaluate the performance of a Graduate Assistant on a quarterly or annual basis.

Examples of Graduate Assistant Evaluation

Research Assistant

Duties:

The duties of Research Assistants may vary according to the nature of the research project and the source of the funding. Generally, Research Assistants assist faculty members on research projects and perform related duties such as utilizing techniques and procedures to obtain original data. Duties include but are not limited to

- Collecting, organizing, and analyzing data,
- Conducting experiments,
- Maintaining records,
- Using computer and data processing tools,
- Preparing and presenting materials for conferences,
- Documenting and writing for publications, and/or
- Attending conferences.

Expectations:

All Research Assistants are responsible for Compliance with the following Policies and Procedures:

Use of Human Subjects - Policy 7108

Animal Welfare - Policy 7109

Misconduct in Scientific Research or Research Training - Policy 7113 Copyright Revision Act of 1976 - Policy 7115

Biosafety and Radionuclide Institutional Review Committee - Policy 7116 Animal Care & Use Policy on

Supervision

Research Assistants are not independent researchers and answer directly to their supervisor or principal investigator.

Evaluation

Research Assistants are **not required** to be evaluated by a unit. However, a unit may choose to evaluate the performance of a Research Assistant on a quarterly or annual basis.

Examples of Research Assistant Evaluation

Teaching Assistant (Instructor of Record)

Duties

A Teaching Assistant is defined as one who teaches a course and/or assigns the final grade for such a course. The duties of a Teaching Assistant are primarily in support of instruction and include such responsibilities as:

- Teaching Classes,
- Grading student assignments,
- Developing Academic Instructional Materials,
- Accompanying/Coaching Musical or Vocal Performances,
- Providing Artistic Instruction,
- Proctoring Exams,
- Holding Office Hours, and/or
- Tutoring students.

A Teaching Assistant should not be assigned primary responsibility for a class until he/she has **earned at least eighteen (18) graduate semester hours in the field being taught and demonstrates satisfactory language proficiency**. An exception to the eighteen (18) graduate semester hours in the field of teaching is for Teaching Assistants assigned to sections of activity courses (e.g., jogging, bowling, etc.). Teaching Assistants assigned to activity course are required to have a minimum of a Bachelor's degree in the field, are provided with the course syllabus to follow, and are monitored closely throughout the quarter by the relevant program faculty.

Teaching Assistants are required to maintain office hours. Office hour requirements are determined by the unit/department in which the assistant is teaching. Both teaching and service assignments are made at the unit/departmental levels. Some variations in assignments and duties will occur.

Teaching Orientation Course

Each Teaching Assistant is required to successfully complete University Seminar 500 prior to or during the first quarter assigned to teach an academic course.

English Language Proficiency

Students for whom English is a second language may be appointed to Teaching Assistantships only after having demonstrated proficiency in English. Such Teaching Assistants, in addition to having achieved the required minimum TOEFL exam score of 550 (paper-based), or 80 (internet-based); or IELTS exam score of 6.5 (over 4 modules) or ELS 112 Certification, must also achieve one of the following:

1. Satisfactory completion of a lecture/presentation given to a four-person committee made of a mixture of faculty and students.
2. The attached Teaching Assistant English Proficiency form is an example of the documentation to be completed and sent with the initial Appointment Request Form. A copy of the signed form should be placed in the Teaching Assistant's personnel file.
3. Satisfactory completion of a free Speech Screening performed through the Louisiana Tech University Speech and Hearing Center. Appointments can be made by contacting the Speech and Hearing Center at (318) 257-4766.

Verification of completion of satisfactory screening should be placed in the Teaching Assistant's personnel file and sent with the initial Appointment Request Form.

If the student is found to need assistance with English Proficiency, the student should be referred to the Louisiana Tech University Speech and Hearing Center for assistance. Teaching assignments should not be made until the student successfully completes either 1 or 2 as described in this section.

Expectations

The Teaching Assistant is an extension of the permanent teaching faculty and staff and as such must meet certain expectations:

1. Assuming duties assigned, and reporting to appropriate faculty and staff members promptly and regularly,
2. Maintaining a professional attitude towards students, staff, and faculty,
3. Maintaining a standard of personal appearance and personal hygiene which reflects a professional demeanor,
4. Handling confidential information in a professional manner, and
5. Representing the College and University to others with whom the assistant has contact.

Supervision

The academic unit/department head/coordinator making the assignment shall designate, subject to the approval of the Dean of the College, faculty members holding full-time appointments to supervise, mentor, and coordinate the work of the Teaching Assistant. Teaching Assistants are expected to report to appropriate Faculty Mentor and staff members promptly and regularly.

In-Service Training

The Teaching Assistant shall meet with his or her supervising Faculty Mentor a minimum of three (3) times during each quarter. The first meeting shall be held before classes begin to discuss such topics as goals (self-evaluation), instructional strategies, testing and grading, student counseling, attendance regulations, academic misconduct and plagiarism, course content and syllabus, and discipline.

The second meeting is to be held approximately three (3) weeks after the term has begun. Discussion at this meeting should focus on any problems that the Teaching Assistant may have encountered. Although this meeting is primarily designed to provide possible solutions to these problems, other relevant matters may appropriately be considered.

The third meeting with the Faculty Mentor and Teaching Assistant will provide an opportunity to discuss the preparation and submission of final grades and other end-of-quarter activities. The Faculty Mentor will help the Teaching Assistant take a retrospective look at the quarter's work and make plans for improving the instruction and conduct of future classes as well as evaluate the Teaching Assistant (see Evaluation below).

Class Visitation

The faculty mentor shall conduct a visit to each class taught by a Teaching Assistant. The Faculty Mentor shall then hold a follow-up conference to discuss the performance of the Teaching Assistant. This conference may be incorporated into the second meeting discussed under "In- Service Training."

Evaluation

In addition to class visitations and in-service training, an evaluation of the Teaching Assistant is required and follows the evaluation model for the faculty as presented in Policy 2108 (self-evaluation, student evaluation, and administrative evaluation) and Policy 2109. However, slight modifications are noted below to meet the unique needs and circumstances related to Teaching Assistants:

Teaching Assistants are evaluated only on the criteria of Instruction:

Every Teaching Assistant is expected to provide quality instruction for all classes assigned. Quality instruction includes the use of a variety of teaching strategies, the development and implementation of course syllabi, organization and management of courses and laboratories, and the evaluation of student achievement. Each Department will establish a mechanism to develop and maintain the teaching skills of its Teaching Assistants.

Relevant new technologies, innovative methodologies, and library resources should be used as appropriate with the goal of improving the quality and quantity of the learning experience. It is

expected that students will be treated with respect, tact, and friendliness so that the Teaching Assistant can function as an effective guide, mentor, and counselor.

The evaluation cycle for Teaching Assistants can be on a Quarterly or Academic year basis depending on the nature of the appointment at Louisiana Tech University. Teaching Assistants should perform the following:

1. **Self-Evaluation.** Each new Teaching Assistant shall state goals for the Instruction. The self-evaluation process should emphasize establishment of goals and objectives that are compatible with the Teaching Assistant's expertise. These objectives must be approved by the Faculty Mentor and Department or Area Head.
2. **Student Evaluation of Teaching Assistant Teaching Effectiveness.** Evaluation of Teaching Assistant's teaching effectiveness is to be carried out in accordance to [Policy 2221](#), Student Evaluation of Faculty.)
3. **Administrative Evaluation of Teaching Assistant.** The Faculty Mentor should provide a written summary to the Teaching Assistant in a formal manner providing the status and performance of that Teaching Assistant relative to Instruction. The evaluation of the Teaching Assistant should include substantive statements on the self-evaluation and student evaluations included in this discussion; other evaluation techniques such as classroom visits or peer evaluation may also be used as additional bases for discussion.

The total evaluation of the Teaching Assistant must be summarized in writing, signed by the Faculty Mentor and submitted to the Department/Area Head, and placed in the appropriate personnel files. A copy will be given to the Teaching Assistant.

The signing of the form confirms that the evaluation has been completed and that the Teaching Assistant has been informed of the rating. The Teaching Assistant may submit a rebuttal of the evaluation to the Unit Head. Copies of the rebuttal will be placed in the Teaching Assistant's personnel file with a copy to the Dean.

The Faculty Mentor will assign one of the following summative evaluation ratings to each Teaching Assistant evaluation:

- Meets expectations
- Needs improvement
- Unsatisfactory performance

Unsatisfactory performance requires a plan of action to be implemented by the Faculty Mentor and Unit Head prior to allowing the Teaching Assistant being assigned to any additional teaching assignments.

Examples of Teaching Assistant Evaluations

Academic Regulations to be followed by Teaching Assistants

It is the responsibility of each Teaching Assistant to be familiar with the regulations in the University Catalog, the Manual of Policies & Procedures, and other relevant materials concerning

- course requirements,
- class meetings,
- class attendance and records,
- absences and make-up work,
- grading policies,
- academic misconduct,
- academic honor code,
- classroom behavior policy,
- accessibility, and
- student appeal procedure.

The relevant University Policies are summarized below; however, each Teaching Assistant is responsible for reading and complying with the full policy.

Policy 2203-Education Records

Louisiana Tech University is subject to the provisions of Federal law known as the Family Educational Rights and Privacy Act (the Buckley Amendment), affording students' rights of access to education records and imposing obligations on the University in the release and disclosure of those records to third parties.

Additional information regarding the law is available in Policy 6303, Family Educational Rights and Privacy Act, and in the Office of Student Affairs

Policy 2204: Minimum Length for Academic Courses

Class Meetings: Classes are to be met and dismissed on time. For one semester hour of credit, a class shall meet a minimum of 750 minutes in no fewer than five days. For two semester hours of credit, a class should meet a minimum of 1,500 minutes in no fewer than ten days. A three-semester hour course should meet a minimum of 2,250 minutes in no fewer than 15 days. Final exam periods may be counted as class time when computing required minutes and required days.

Food or drink is not allowed in auditoriums, classrooms, laboratories, and other instructional support areas. Any change in class time or location must be requested through the unit/department head, the academic dean, the Vice President of Academic Affairs, and the Registrar's Office where the change will be recorded on the master room chart. In no instance should a Teaching Assistant change the meeting place or time for a class without following this procedure. When the request is approved, a notice of the change should be posted by the Teaching Assistant on the door of the regular meeting place.

Policy 2205: Goals and Requirements of Each Course Syllabus

Course Requirements: Each Teaching Assistant is expected to have clearly defined requirements for each course. These requirements should be detailed in writing, filed with the unit/department head and electronically posted on the course management (Moodle) site for each course taught. Inform the students of their responsibility to access and use the syllabus (paper copy not required).

The syllabus should cover such matters as student learning outcomes; examination(s), grading events, and other grading requirements (e.g., the number and type of tests, projects, and readings as well as an explanation of the grading system to be used and the policy for making up work,); class attendance regulations (permanent attendance records must be kept for each class.); accommodations for students with disabilities; Academic Honor Code; office hours and availability for individual counseling; and Emergency Notification System (ENS). The course description should agree with that given in the University Catalog.

Policy 2206: Class Attendance

It is the responsibility of the Teaching Assistant to establish a specific policy regarding class attendance. Teaching Assistants are required to state in writing to the students their expectations in regard to class attendance at the beginning of the term (no later than the close of the drop and add period). Teaching Assistants are required to keep a permanent attendance record for each class and to use these records for verification of attendance to the Office of Financial Aid as required. The records are subject to inspection by appropriate College or University officials.

Policy 2207: Faculty Advising/Counseling

Teaching Assistants should post and maintain accessible office hours for assisting and advising students. The number of office hours will be defined by the Faculty Mentor and Unit Head.

Policy 2208: Class Rolls

Teaching Assistants are responsible for following the policy and procedures for verifying class attendance using the First day class rolls, Ninth Day Class rolls, Final Class rolls. *Do not allow students to attend class without having been registered for the class.*

Policy 2209: Classroom Accessibility

It is the responsibility of the instructor of each class to ensure that the classroom assigned for that class is unlocked and available at the designated time for class to be held. A classroom assignment to accommodate disabled students should be initiated at the Department level.

Policy 2210 - Students with Disabilities

General provisions for the University's compliance with the Americans with Disabilities Act are presented in Policy 1433. Faculty are encouraged to communicate the following to students, either on the course syllabus or individually: "A student requesting special testing or classroom accommodations is encouraged to meet with the instructor as soon as possible so that appropriate accommodations can be considered early in the quarter." Copies of A Quick Reference Guide for Teachers Teaching Students with Disabilities are available in Departmental offices. Additional information or assistance may be secured by contacting the Office of Academic Affairs or the Coordinator of Services for Students with Disabilities at 257-4221.

Teaching Assistants are encouraged to work closely with the Faculty Mentor to ensure that students with disabilities are receiving appropriate accommodations and that course work materials are ADA compliant.

2211 - Grading System

The University's system of grading is traditional: A grade of "A" is given for the highest degree of excellence that is reasonable to expect of students of exceptional ability and application. A grade of "B" is superior. A grade of "C" is average. A grade of "D" is given for a quality of work that is considered the minimum for receiving credit for the class. A grade of "S" indicates satisfactory completion of the course. A grade of "F" is given for a failure, and the work must be repeated to receive credit.

Some other grades given by the University need more explanation. The grade "I" (Incomplete) is used to denote failure to complete all assigned class work and/or examinations as a result of conditions beyond the student's control. It is the responsibility of the student to initiate a request with the instructor that a grade of "I" be issued. If the student's work is of passing quality, the instructor may approve the student's request and will assign a grade of "I" plus the average letter grade on all work completed to that point (e.g. IA, IB, IC, or ID). A grade of "IF" cannot be issued. If the instructor agrees to issue an "I," he/she will complete a standard "contract" with the student detailing requirements for course completion and specifying the date those requirements must be finished by completing the "I" Grade Completion Form. Instructors then provide a copy of the contract to the student and a copy to the Department Head/Director. Students will receive a grade of IA, IB, IC, or ID on their grade report (and transcript) for that quarter. Incompletes are factored into hours attempted and quality points awarded. Therefore, they impact a student's quarter and cumulative grade point averages and are a factor in academic probation or suspension decisions. The maximum amount of time allowed for a student to finish incomplete work is Friday of the fourth week in the following quarter, with one exception: students receiving "I" grades at the end of the spring quarter have until the fourth week in the following fall quarter to complete their work. If the student does not complete the required work within the contracted period, the instructor will change the "I" to an "F" by delivering a final grade change to the Registrar's Office by Friday of the fifth week of the quarter. The final grade replaces the "I" on the student's permanent record (transcript); attempted hours, earned hours, quality points, and quarter/cumulative grade point averages are recalculated applying the final grade. A student may be placed on, or removed from academic probation or suspension based on the recalculated GPA at the time an "I" grade is cleared. "I" grades are cleared only by completing the required course work, and not by registering for the course again. NOTE: Students registered for approved graduate research, practicum, dissertation, or thesis courses requiring multiple quarters of the same course registration to complete the research receive an "I" for each attempt until the research or practicum is accepted as complete by the advising faculty member. At that time the graduate student's "I" grades are changed to "S" on his/her permanent record.

A grade of "S" indicates satisfactory completion of a course. The "S" grade increases hours earned, but does not affect hours pursued or quality points and is not computed on any GPA. Students registered for a course where the grade of "S" is used who do not complete the required course work will receive the grade "F."

A "W" is issued when a student withdraws from a class (drops a class) after the final date for registration has passed and before the end of the first seven weeks of a quarter. The "W" grade will

appear on the student's grade report and permanent record (transcript), but is not included in computing the student's GPA. Students who stop attending class(es) without following proper drop/withdraw or resignation procedures (walk-away) will receive an "F" grade for each class affected.

The grade "NC" (used for undergraduate developmental courses only) denotes no credit earned or hours charged and is not computed in any GPA.

Policy 2212 - Final Examinations

While there is no University schedule for final examinations, the last examination should be conducted on one of the final two class periods of the quarter. For classes meeting once a week, the last exam should be scheduled for the final class meeting. Classes will continue to meet through the last day of scheduled instruction. Any exceptions to this policy must be presented by the Teaching Assistant through the Faculty Mentor to the Unit Head for prior approval.

Policy 2213 - Policy Concerning Student Social Security Numbers

Teaching Assistants should not use social security numbers and student names in any public use, e.g., posting grades, room seating charts, validation of class rolls and selected lists. Grades should never be posted using names or social security numbers. Other numbers or means of identification (determined by the student and/or instructor) can be used in posting grades. If posted, grades should be listed in random order (not alphabetical) so that students can in no way be identified with their grades.

Policy 2214 - Graded Materials and Grade Reporting

Teaching Assistants graduating or not teaching the following quarter should submit all graded material (papers, tests, and other submitted work) used in calculating final grades reported for students for any given quarter to the Faculty Mentor or Unit Head by the end of the Quarter. The Faculty Mentor or Unit Head will retain the materials for 30 days into the next quarter (exception: materials from spring quarter must be retained for 30 days into the next fall quarter). This will ensure that graded items are available to address grade appeals or possible errors in the recording of grades. The Teaching Assistant has the responsibility of being available, even if graduating, to participate in grade appeals for any courses taught.

For student work that cannot reasonably be stored for 30 days (e.g., architecture projects, engineering models) instructors should consider the need to maintain, in addition to the assigned grades, evaluative comments about such work in order to provide to an inquiring student an explanation regarding the final grade in question. An instructor should consider digital photographic storage of such projects. Being able to retrieve stored digital images of projects would be a useful way of reviewing with a student the final grade in question.

In the case of "I" grades, all graded materials must be retained for final grade calculations and then for 30 days into the next quarter after the final completion grade has been reported on the student transcript.

Teaching Assistants assigning "I" grades should be available to evaluate the student's performance and assign the final grade for the course. If a Teaching Assistant is graduating or no longer at the University

and has assigned an “I” grade in a course, the Faculty Mentor or Unit Head will assume the responsibility for assigning the final grade.

The Teaching Assistant will submit the grade reports (grade book, spreadsheets, etc.,) showing the recorded graded items and final grade calculations to the Faculty Mentor or Unit Head, which will be retained for one year.

Policy 2215-Procedure for Changing a Grade

Policy 2216-Faculty Control of Classrooms

Policy 2217-Final Grades and Academic Appeal Procedures

Teaching Assistants will follow the University procedures for changing a grade, control of classrooms, assigning final grades, and academic appeal procedures.

Appeal Procedures

Any Assistant may use the following procedure to bring a grievance. A grievance is defined as a written complaint involving a matter for concern or dissatisfaction relating to the conditions of employment. Assistants are strongly encouraged to discuss complaints with their Immediate Supervisor and make every effort to resolve the complaint prior to filing a grievance. Complaints not resolved by discussion between the Assistant and his/her Immediate Supervisor and/or Budget/ Unit Head may be submitted as grievances.

Issues related to academic progress, grade appeals, Assistant’s academic program, academic misconduct, graduate status, protected-class discrimination or sexual harassment will not be heard under this grievance procedure.

A grievance shall be in **writing**, and contain a clear and concise statement of the grievance and indicate the issue involved, the relief sought, and the date the incident or alleged violation took place. The grievance shall be dated and presented to the appropriate administrator.

All grievances must be presented no later than sixty (60) calendar days from the date the Assistant first became aware of, or should have become aware of, the cause of such grievance.

The Assistant must initiate a grievance with an administrative superior to whom an appeal of a grievance decision may be made. Grievances must be appealed to administrative responders in a progressive order.

1. Immediate Supervisor
2. Budget/Unit Head
3. Graduate Associate Dean
4. College Dean
5. Vice President for Academic Affairs
6. President

Grievance Procedure:

STEP ONE: Within 14 days of receipt of the written grievance from the Assistant, the Immediate Supervisor will meet with the Assistant and attempt to resolve the grievance. The Immediate Supervisor will return a written answer to the Assistant no later than ten (10) days after this meeting.

Step One may be waived if the grievance is with the Immediate Supervisor.

STEP TWO: If the grievant is dissatisfied with the answer in STEP ONE, to be considered further, the grievance must be appealed to the appropriate Budget/Unit Head within 10 days of receipt of the written answer in STEP ONE. The Budget/Unit Head will meet with the grievant within 10 days of receipt of the written grievance and attempt to resolve the grievance. The Budget/Unit Head will return a written answer to the Assistant no later than ten (10) days after this meeting.

Step Two may be waived if the grievance is with the Budget/Unit Head.

STEP THREE: If the grievant is dissatisfied with the answer in STEP TWO, to be considered further, the grievance must be appealed to the appropriate Graduate Associate Dean of the College within 10 days from receipt of the answer in STEP TWO. The Graduate Associate Dean of the College will meet with the Assistant within 10 days from receipt of the appeal in STEP TWO and attempt to resolve the grievance. The answer will be put into writing following the meeting by the Associate Dean of the College and returned to the Assistant no later than ten (10) days after this meeting.

STEP FOUR: If the grievant is dissatisfied with the answer in STEP THREE, to be considered further, the grievance must be appealed to the appropriate Dean of the College within 10 days from receipt of the answer in STEP THREE. The Dean of the College will meet with the Assistant within 10 days from receipt of the appeal in STEP THREE and attempt to resolve the grievance. The answer will be put into writing following the meeting by the Dean of the College and returned to the Assistant no later than ten (10) days after this meeting.

STEP FIVE: If the grievant is dissatisfied with the answer in STEP FOUR, to be considered further, the grievance must be appealed to the Vice President for Academic Affairs within 10 days from receipt of the answer in STEP FOUR. The Vice President for Academic Affairs will meet with the Assistant within 10 days from receipt of the appeal in STEP FOUR and attempt to resolve the grievance. The answer will be put into writing following the meeting by the Vice President for Academic Affairs and returned to the Assistant no later than ten (10) days after this meeting.

STEP SIX: If the grievant is dissatisfied with the answer in STEP FIVE, to be considered further, the grievance must be appealed to the Office of the President within 10 days from receipt of the answer in STEP FIVE. The President or designated representative will meet with the Assistant within 10 days from receipt of the appeal in STEP FIVE and attempt to resolve the grievance. The answer will be put into writing following the meeting with the President or designated representative and returned to the Assistant no later than ten (10) days after this meeting. The decision of the Office of the President is final and binding.

Time Limits

Grievances not appealed within the designated time limits in any step of the procedure will be considered as settled on the basis of the preceding answer. Grievances not answered within the designated time limits in

any Step may be appealed to the next Step within 14 days of the expiration of the designated time limits. The parties may, however, mutually agree in writing to extend the time limits in any step of the grievance procedure.