

POLICIES AND PROCEDURES MANUAL FOR GRADUATE ASSISTANTS AND FELLOWS

Revised July 2017

SAINT LOUIS UNIVERSITY **Graduate Education**

221 North Grand Avenue
St. Louis, Missouri 63103
<http://www.slu.edu/office-of-graduate->

The programs of Saint Louis University are open to all without regard to race, color, sex, age, national origin, religion, sexual orientation, disability, or veteran status. All University policies, practices and procedures are administered in a manner consistent with our Catholic Jesuit identity.

Programs and activities located in facilities not easily accessible to disabled persons will be made accessible through relocation or other means, upon request.

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I. PHILOSOPHY

A University with a sound assistantship policy should be able to improve the educational experience for undergraduate and graduate students alike, as well as enhance the research potential of its graduate programs. Students, departments and the University as a whole are beneficiaries of quality graduate assistantship programs when such programs are well conceived and executed.

The primary goal of an assistantship is to augment the student's educational objectives and to assist in the prompt and successful completion of the student's degree program. The student and the department share a central responsibility in the student's education. The graduate assistant is clearly a student who, while making progress in the degree program, has special opportunities to receive experience in a profession under the supervision of a faculty mentor. Although such students serve Saint Louis University with teaching, research, and/or administrative duties, they are considered students, and not employees, of the University, and the tasks assigned to them must be clearly and justifiably consistent with the student's educational and career objectives. It is essential that graduate assistants be given assignments and supervision in such a way that their graduate studies and assistantship responsibilities reinforce one another. The assistant/mentor relationship is vital, and the best assistantship experience will evolve from careful planning and monitoring. In this way, both the students and the University benefit from the relationship.

II. CATEGORIES OF GRADUATE AWARDS

Graduate Teaching Assistantship

A teaching assistant may work with undergraduate students in small groups, lead group discussions, monitor examinations and grade papers, help to prepare lectures, conduct laboratory sessions, or can be responsible for a course as the primary instructor. Under the close supervision of the faculty, the teaching assistant concurrently develops teaching skills and a deeper understanding of the discipline.

Graduate Research Assistantship

A research assistant may be appointed in a department through the college, school, or department.

chairperson should provide the graduate assistant with a copy of the department's assistantship handbook, which may be a supplement to this manual. The department's supplement should include any specific departmental policies governing graduate assistants. The supplemental manual is required for University Funded assistantships (UFA) and is suggested for externally funded assistantships. The new assistant should be notified of orientation meetings and other training opportunities as soon as they are scheduled.

All graduate assistants and fellows are required to have tax forms, an I-9 form, and a Human Resource Information form on file in Human Resources. New appointees are required to complete these forms within 72 hours of the start of the contract. Failure to meet this deadline in completing these forms will delay issuance of the first stipend check. Appointees who have been paid by the University within that last year are not required to complete forms again.

V. LENGTH OF APPOINTMENT

VII. ACADEMIC INTEGRITY AND ETHICS

The University is a community of learning, and its effectiveness requires an environment of mutual trust and integrity. Any clear violation of academic integrity will be met with sanctions.

Ethical behavior must also extend beyond the academic setting and into professional life. Most major fields require their graduate students to complete an ethics requirement within the curriculum. Coursework or other training in ethics in research is required of academic personnel involved in traineeship and investigative programs funded by a number of Federal and other agencies.

For further information on academic integrity and ethics, please refer to the current *Saint Louis University Graduate Education Catalog*.

VIII. CONDITIONS OF APPOINTMENT AND REAPPOINTMENT

Graduate assistants who are performing satisfactorily in their studies and assistantship duties are eligible to continue their appointment from semester to semester. Should a student fail to perform satisfactorily the department is responsible for providing the student with a description of the responsibilities and expectations associated with his/her assistantship, including GPA requirements, fgvcknu"tgictfkipi"vjg"uvwfgpvøu assistantship

Under special conditions it is sometimes possible to transfer tuition scholarship hours from one semester to another *during the assistantship/fellowship period*. For example, if a student is registered for six hours during the Fall semester but must register for twelve hours during the Spring semester and is on a graduate appointment during the period, the student may petition to transfer three hours from Fall to Spring. *Any transfer of tuition scholarship hours must be requested in writing and must be approved by their dean or director.*

Health Insurance

Direct Deposit of Stipend Check

Graduate assistants are eligible to participate in the University's direct deposit option. Direct deposit offers convenience and security of funds. Assistants may choose to have paychecks deposited directly to one or two personal bank accounts. Direct deposit authorization forms may be obtained from the Payroll Office, located in the Lindell Building. Beginning with the monthly payroll dated January 30, 2006 those not participating in Direct Deposit will have their paychecks mailed to their *permanent address* via the U.S. Postal Service.

X. RESPONSIBILITIES OF ASSISTANTS

A graduate assistant is expected to make steady progress toward the degree while effectively performing assigned duties. The course load and assistantship responsibilities should form a program that facilitates the student's progress. An assistant will normally register for six to nine hours or the equivalent in a given semester and usually performs assistantship duties for twenty (20) hours per week. **A graduate assistant must be registered each academic semester during the appointment period, including the Summer Session.** The mentor and/or faculty advisor has a serious responsibility to help the student monitor his/her ability to manage both the academic and assistantship roles.

The graduate assistant should be informed of departmental, School and University regulations and follow them consistently. Assistants are obligated to maintain standards of academic honesty and integrity.

PLEASE NOTE: *Students appointed to an assistantship or fellowship must be registered during the appointment period, usually for six (6) to nine (9) hours of credit. If the appointment period includes part or all of the months of June and July, appointees are to be formally enrolled for the Summer Sessions.*

Students appointed to an assistantship or fellowship may not engage in any concurrent employment without the expressed consent of the department or program and their dean or director. Requests for an exemption must be made in writing. Participation in any unapproved employment will result in the immediate withdrawal of the assistantship.

Fair Labor Standards Act

Departments and graduate assistants should be aware of the Fair Labor Standards Act (FLSA), which does not permit an employee to be paid simultaneously an hourly (non-exempt) wage and a

worker or in a Federal work study position, may be perfor

Departments are expected to design an evaluation plan consistent with Section XI, Item 3 above. Evaluation should be an ongoing process of communication between the graduate assistant and the faculty mentor. A formal evaluation should be a supportive process that helps the assistant to identify strengths and weaknesses, and to plan concretely for improvement. A formal evaluation should be entered into the student's departmental record each year.

Graduate assistants will have the opportunity to evaluate the assistantship experience each year. This evaluation should likewise be a supportive process which will help the department identify the strengths and weaknesses of its assistantship program. The Associate Vice President Graduate Education will conduct this evaluation at the end of the Spring semester.

The Associate Vice President Graduate Education and the Dean/Director will meet with the department's assistantship coordinator and chairperson to discuss the evaluation data of the previous year. The AVP-Graduate Education will then meet with the Dean of the School in which the department is located to discuss recommendations for the departmental assignment of assistantships for the next academic year.

XIII. REINERT CENTER FOR TRANSFORMATIVE TEACHING & LEARNING

The mission of the Reinert Center for Transformative Teaching & Learning is to assist faculty and graduate students to develop as teachers by increasing their awareness of a variety of teaching methods and learning styles. Services provided include: a certificate in university teaching skills; assistance in developing a teaching portfolio; classroom observation; workshops on effective teaching; small group instructional feedback sessions; instructional consultations; and assistance with other learning technologies into course curricula.

Effective Teaching Seminars

Effective Teaching Seminars are offered during the fall and spring semesters and involve interactive presentations by University faculty on pedagogical issues. Specific strategies and skills are introduced to provide practical instruction as well as philosophical enrichment. The schedule of seminars is available on the CTE website (www.slu.edu.cttl).

Certificate Program

The Reinert Center for Transformative Teaching and Learning awards the Certificate in University Teaching Skills to participants upon the satisfactory completion of all requirements of the certificate. These requirements include:

- (1) Participation in ten Effective Teaching Seminars;

- (5) Demonstrated understanding of integrating technology or service learning into teaching;
- (6) Completion of readings related to teaching;
- (7) Development of course materials in their discipline;
- (8) Preparation of a teaching portfolio; and
- (9) Completion of a short reflection paper.

For more information about the Certificate Program or other services related to teaching enhancement, please email slu.edu/crr

Resignation from any graduate appointment must be communicated in writing to their dean or