



# GRADUATE TEACHING ASSISTANT HANDBOOK

2019 – 2020

Department of Health and  
Human Performance

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## Department Contact Information

Title	Name	Phone	Location	E-Mail
Department Chair	Dr. Sonya Sanderson	615-898-5266	MC 113	sonya.sanderson@mtsu.edu
Graduate Director	Dr. Chandra Story	615-898-2812	MC 130	chandra.story@mtsu.edu
GTA Coordinator	Dr. Bev Clanton	615-904-8338	MC 116	bev.clanton@mtsu.edu
Executive Aide	Mrs. Kathy King	615-898-5543	MC 112	kathy.king@mtsu.edu
Graduate Coordinator	Mrs. Ann Dismukes	615-898-2147	MC 127	ann.dismukes@mtsu.edu
Account Clerk 3	Mrs. Missy Mullins	615-898-2886	MC 123	missy.mullins@mtsu.edu
Inventory Supervisor	Mr. Kurt Faulkner	615-898-2918	MC G103 – Equip. Room	kurt.faulkner@mtsu.edu

## Who to contact with questions or issues

As a Graduate Teaching Assistant, you are in a unique position. First, you are a graduate student and secondly, you are an employee for the Department of Health and Human Performance. As a student, you may need academic assistance and, as a GTA, you may need work-related assistance. Below is information to help you differentiate who to go to for questions. Please do not bypass anyone. This includes both M.S. and Ph.D. GTAs.

**As a graduate student**, the first person you should contact with any questions about your degree plan or course of study is your **Academic Advisor**. If your issues are not resolved after you meet with your advisor, contact the **Area Program Director**. A list of current Area Program Directors is listed at the bottom of this page. If your issues are still not resolved, please see Mrs. Ann Dismukes, who is the **HHP Graduate Coordinator**. If Mrs. Dismukes is not able to assist you, she will direct you to Dr. Chandra Story, who is the **HHP Graduate Program Director**. From this point, if you still are not satisfied with the outcome, please make an appointment to see Dr. Sonya Sanderson, **Department Chair**.

**As a GTA**, all information concerning employee related responsibilities (e.g., student issues, grading questions, assistance with reports, work schedule, absence request, etc.,) should first go to Dr. Bev Clanton, **HHP GTA Coordinator**. If Dr. Clanton is not able to assist, you should next meet with Dr. Chandra Story, **HHP Graduate Program Director**. After meeting with Dr. Story, and you do not have resolution to your issue, please meet with Dr. Sonya Sanderson, **Department Chair**.

As a student or as a GTA, after meeting with the Department Chair, you should contact the following in this specific order:

1. Dean Harold Whiteside - Dean of the College of Behavioral and Health Sciences
2. Dr. Mark Byrnes –University Provost
3. Dr. Sidney McPhee – University President

### Graduate Area Program Directors:

Exercise Science – Dr. Caputo or Dr. Farley

Public Health – Dr. Owusu

Physical Activity/Physical Education – Dr. Belcher

Leisure and Sport Management – Dr. Estes

## Helpful Numbers

<b>Title</b>	<b>Phone</b>	<b>Location</b>	<b>E-Mail</b>
Business Office	615-898-2111	Student Services and Admissions Bldg., Cashier Window	bursar@mtsu.edu
Campus Recreation	615-898-2104 615-898-5569 – Front Desk	Campus Recreation Center	camprec@mtsu.edu
Career Development Center	615-898-2500	KUC 328	career@mtsu.edu
Counseling Services	615-898-2670	KUC 326-S	
Health Services	615-898-2988	Campus Recreation Center	mthealth@mtsu.edu
Human Resource Services	615-898-2929	ING 204	
Information Technology Help Desk	615-898-5345	KUC 320	help@mtsu.edu
Library	615-898-2817	James E. Walker Library	
MT One Stop Fees/Tuition Financial Aid Registration	615-898-2111	Student Services and Admissions Bldg., 2 <sup>nd</sup> Floor	mtonestop@mtsu.edu
Office of Research Compliance (IRB approval)	615-898-2400	ING 010A	compliance@mtsu.edu
Office of Student Conduct	615-898-2750	KUC 208	studentconduct@mtsu.edu
Parking Services	615-898-2850	1403 E. Main St.	parking@mtsu.edu
Police – University	615-898-2424	1412 E. Main St.	
SSC Service Solutions (Blood borne Pathogens)	615-904-8195	AMG & MC	



Welcome to Middle Tennessee State University! We are pleased to have you as a member of the Health and Human Performance Department as a graduate teaching assistant (GTA). The coming year should be an exciting one as you gain teaching experience while pursuing a degree. The administration, faculty, and staff are most interested in your success and desire to make this year a very positive experience. Do not hesitate to ask questions.

This handbook, which contains information concerning departmental policies and procedures, has been prepared for your use. We welcome any suggestions you may have that will improve the handbook and make it more valuable for future graduate teaching assistants.

Dr. Sonya Sanderson  
Department Chair

Dr. Chandra Story  
Graduate Director

Dr. Bev Clanton  
GTA Coordinator



# GENERAL GUIDELINES FOR GRADUATE TEACHING ASSISTANTS

## **Orientation**

An orientation period for all graduate teaching assistants (GTAs) will be held each semester prior to classes starting. Each GTA is required to attend. Your responsibilities as a GTA begin at this time, and with the exception of holidays, **continue through the final examination period of each semester**. The assistantship service calendar can be located on the [College of Graduate Studies website](#).

## **GTA Policy and Corrective Action Policy**

Graduate Teaching Assistantships may be terminated at any time due to failure to provide satisfactory work performance. It is your responsibility to read through and abide by all policies and procedures included in this handbook. GTAs whose contracts are terminated because they have not complied with terms of the contract are subject to a pro-rated charge-back of tuition.

## **Examples for possible termination (Not limited to the examples below)**

1. Cancelling classes or not meeting with your class at the designated course time.
2. Any signs of intoxication and or illegal drug use during your assigned GTA hours.
3. Violation of any policy stated within this handbook.
4. Violation of any university policy.
5. Failure to work designated 20 hours per week per assigned schedule.
6. Failure to submit required reports by prescribed deadlines.

## **Corrective Action Policy**

1. In the event a GTA violates a policy or policies, the GTA Coordinator will meet with the GTA to discuss the violation.
2. For minor violations, GTAs are first given a verbal reprimand.
  - A. If the violation is repeated a second time, a written reprimand will be completed using the Job Performance Incident Report (found in forms).
  - B. If the violation is repeated a third time, the corrective action outlined on the previous Job Performance Incident Report will be taken.
3. For major violations, the GTA will meet with the GTA Coordinator, Area Program Director, Graduate Director, and Department Chair. Termination may be possible.



## Stipends

The graduate teaching assistantship pays full tuition for the fall and spring semester plus \$6,500 per year for Master's students and \$14,000 per year for Doctoral students. You will need to reapply for each subsequent year to continue your assistantship.

**DIRECT DEPOSIT REQUIRED: All stipend payments are made by direct deposit on the last working day of each month.**

## Fees

Your assistantship will pay for the debt service fee and the technology fee. You will owe a balance for some student-related fees not covered by the assistantship. **You must pay your balance due and confirm you will attend by the fee payment deadline or your class schedule will be deleted.** Students whose classes are purged may be assessed a \$100 late fee when they re-register, depending on the date of re-registration. If credit for your assistantship does not show on your registration bill, contact Mrs. Ann Dismukes, HHP Graduate Coordinator at 615-898-2147.

## Health and Medical Services

All students can receive medical care at the Student Health Services (615-898-2988) located at the Campus Recreation Center. If you have a workers comp injury, do not go to Student Health Services on campus – follow the workers' comp procedures below.

## Workers' Compensation

**You must contact Dr. Bev Clanton immediately at 615-848-8435 or [bev.clanton@mtsu.edu](mailto:bev.clanton@mtsu.edu).**

Workers' Compensation (WC) is a benefit to all employees who have had a work related injury/illness. Any employee who suffers an injury/illness within the scope of his/her employment is eligible to file a workers' compensation claim.

In the event you are injured at work, the following steps should be followed:

These procedures are to emphasize the importance of all employees notifying his/her supervisor immediately of any incident, injury or illness that occurs while on duty. It is also imperative that any employee who experiences an incident, injury or illness while on duty follow up with his/her supervisor to make sure all documentation of the incident, injury, or illness is filled out correctly and submitted to the Human Resources office for reporting purposes. **Even if you did not receive medical treatment, reporting the incident protects you if any physical ailments or illnesses become issues in the future.** For the purposes of workers' compensation, an incident is any event that is or should be reported to the supervisor/manager, any event that the manager witnesses or any event in which there is a possible need for medical treatment.

The following guidelines as set forth in this notice will help minimize the potential denial of a workers' compensation claim. Not following these procedures will increase chances of sustained injuries not being recognized as qualifying for workers' compensation. Therefore, the claim potentially may be denied.

**ONCE YOU FILE A CLAIM AS WORKERS' COMP, YOU ARE REQUIRED BY POLICY TO FOLLOW THE PROCEDURES OUTLINED IN THIS DOCUMENT. FIRST AND FOREMOST, ALL INSTRUCTIONS FROM PHYSICIANS, CASE MANAGERS AND HUMAN RESOURCES MUST BE ADHERED TO COMPLETELY.**

State of Tennessee Treasury Department  
Division of Claims Administration  
502 Deaderick Street Nashville, Tennessee 37243-0202  
Phone: 615-741-2734 Fax: 615-532-4979  
David H. Lillard, Jr. State Treasurer

### **What should I do if I'm involved in an incident on the job?**

1. Notify your supervisor immediately.

- Tell your supervisor exactly what happened, how it happened, witnesses to the incident, and whether you were injured as a result of the incident. If you witness a work-related incident where a fellow employee is injured and cannot notify his or her supervisor, you should notify the supervisor for him or her. This may be as simple as calling the supervisor to report that an incident occurred resulting in injury or sending an email reporting the incident to the supervisor.

You should call 911 for all emergencies that result in serious bodily injury and/or seek treatment at the nearest emergency room.

2. You and your supervisor shall call the Workplace Injury & First Notice of Loss Call Center at **1-866-245-8588, option #1**, immediately after the occurrence of an incident.

- By calling the Workplace Injury & First Notice of Loss Call Center you (the injured employee) will speak with a 24/7 registered nurse to evaluate the nature of your injury and determine immediate care or treatment options. Your supervisor will only verify that you are reporting a work-related injury to the registered nurse.
- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor and enter an incident report into the CareMC reporting system. No other action will be needed from you or your supervisor.
- If the registered nurse recommends for you to seek immediate medical treatment, the nurse will direct you to the nearest State-approved medical provider. Your supervisor will be responsible for completing the reporting process of the claim with CorVel.
- The 24/7 registered nurse will provide to you verbally the approved panel of physicians. The approved panel of physicians may also be posted in your break room and/or the Human Resources Office. You must choose a provider who is authorized in the State workers' compensation network. This will be the only physician authorized to treat you for your compensable injury. The State will not pay any medical expenses you incur from a physician

other than your treating physician or a network physician you are referred to by your treating physician.

- Follow up doctor and/or specialist appointments must be arranged by CorVel and NOT by the injured employee or the employee's supervisor. **Note: This does not apply in situations requiring immediate emergency room treatment for serious or life threatening injuries.**
- If you are seen in an emergency room or a minor medical clinic and you were told to see a specialist or your "regular/normal" physician for follow-up care, you must call the Human Resources Department prior to any follow up treatment and Human Resources will call your CorVel examiner for a panel of three. The panel will be given to Human Resources and you will need to go to Human Resources to sign the panel form. All doctors must be on the State's approved physicians list prior to follow-up treatment.

3. To complete the reporting process your supervisor can ask the registered nurse to transfer the call to the First Notice of Loss Unit after he/she has entered their notes, or directly call **1-866-245-8588** and select **option #2**. The First Notice of Loss Unit will ask your supervisor additional questions. If your supervisor is unable to answer the questions, he or she must notify the Human Resources Department of the incident prior to the end of his/her shift.

- Human resources personnel may also call **1-866-8588** and select **option #2**, or they may complete the First Notice of Loss online via CareMC. If the employee and supervisor did not call the 24/7 registered nurse, and the incident was a non-medical incident reported to the Human Resources Department, human resources personnel may enter the incident directly into CareMC.

When seeking medical treatment, you should notify the doctor's office that you were injured while at work and that you will be filing a claim for workers' compensation benefits with the state.

If you are given a prescription, **DO NOT** fill the prescription with the State personal health insurance provider. Tell the pharmacist the prescription is for a workers' comp injury or illness and provide them with the Cypress First Fill Pharmacy Form.

If the employee is in an accident where a drug test is required **DO NOT** request any drug tests from the workers' comp medical provider. All drug tests must be performed by National Toxicology Specialists (NTS). Only drug tests from NTS are acceptable.

NOTE: It is your responsibility to keep your supervisor and/or human resources department notified on a daily basis regarding your work status while out of work on workers' comp. Explain what medical care is being prescribed and your current condition. The employee should give copies of all the paperwork issued by the treating physician to the supervisor and/or human resources department stating when he/she can return to work, if follow-up visits are requested, or the need for physical therapy. This written documentation must be forwarded to Human Resources. **Due to HIPPA compliance, ONLY the Human Resources Department will store the medical records related to an employee's injury on the job.**

DO NOT PRESENT YOUR HEALTH CARE CARD FOR MEDICAL TREATMENT OR WHILE FILLING A PRESCRIPTION. YOUR HEALTH INSURANCE AND YOUR WORKERS' COMPENSATION COVERAGE ARE TWO SEPARATE PLANS THAT DO NOT OVERLAP.

The State of Tennessee and the State's TPA reserves the right to review certain claims for compensability and may assign a case manager to assist an employee. Certain outpatient procedures must be pre-certified by state processes before occurring. Providers of these services know they should contact the adjuster before diagnostic testing, physical therapy, injections, surgeries, referrals, etc.

**When an Incident Occurs: DIAL: 866-245-8588 Live Assistance 24/7**

If you are **involved** in an incident SELECT OPTION #1 to speak to a Registered Nurse.  
If you are a **Supervisor or Manager**, SELECT OPTION #2 to report the injury of an employee.

**I HAVE RECEIVED AND READ THIS NOTICE REGARDING WORKERS'  
COMPENSATION PROCEDURES AND BENEFITS.**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PLEASE SIGN THIS PAGE AND RETURN TO THE GTA COORDINATOR. KEEP THE OTHER INFORMATION FOR YOUR FUTURE REFERENCE.

For additional information, please contact the [HRS](#) office at extension 615-898-2929.

## **Academic Load**

You must be enrolled in six (6) semester hours of graduate credit toward your degree.

**MS students** are on 9-month assignments and must take at least 6 graduate hours of coursework applicable to the degree and work 20 hours a week for the department during the Fall and Spring semesters.

**PhD students** are on 12-month assignments and must take at least 6 semester hours of graduate coursework and work 20 hours a week for the department during the fall, spring, and summer semesters. (One to three hours may be taken during the summer semester, but financial responsibilities are required. (Check with Mrs. Ann Dismukes for more information).

## **Teaching Load**

Graduate teaching assistants are required to work 20 hours per week carrying out various responsibilities for the department.

GTAs who are **Master of Science** candidates are expected to teach four (4) 1-credit-hour activity courses, or the equivalent, in either activity and/or professional courses.

Assignments for **doctoral** students will vary based upon departmental needs, student's program of study, and advising recommendations. PhD GTAs should anticipate teaching an upper division majors' course in their area of specialization.

## **Office Assignments and Keys**

Office space is available in the Alumni Memorial Gym (AMG) and Murphy Center (MC). Office assignments will be made during the orientation period. Each of you will be issued keys to your office. If your teaching assignment requires the issuance of other keys, they will be issued as needed. Keys are obtained from Mrs. Kathy King. **NOTE: Keys MUST be returned to Mrs. King at the end of your contract assignment.**

**NOTE:** EXSC Laboratory / Office / Closet keys are returned to Dr. Richard Farley. Classroom keys still need to be obtained from and returned to Mrs. Kathy King.

## **Office Hours**

GTAs are required to hold a minimum of five (5) office hours per week on campus. It is recommended office hours are offered based on student needs. During the first week of classes, inform students of your office hours and give a copy to the GTA Coordinator and attach a copy to your office door.

## Mail Boxes

**You should check your MTSU e-mail daily during the work week (business hours), respond to students, faculty and staff, and check your on campus mail box.** Notices of meetings, policy changes, changes in room assignments, and many other issues may be transmitted via email, or mail.

**You MUST check emails on a computer and not just on cell phones, as MTSU messages with file attachments may not get delivered to cell phones.**

## Secretarial Help

**Minimal** secretarial help is available to you. The secretary or student worker will assist you for all copying of examinations. Small copy jobs (meaning 10 pages or less) can be done at the centralized machines. All other material needs to be scanned and sent as an email attachment to students or posted in D2L; to minimize copies. Printing of tests should be done in the front office of Murphy Center. **Your print requests must be e-mailed to [hhpdept@mtsu.edu](mailto:hhpdept@mtsu.edu) or dropped off with Mrs. Kathy King at least 24 hours in advance.**

All tests should still be sent or brought to the HHP office for printing. We have one contracted copier that is a flat fee and therefore, it is much more economical print tests, quizzes, etc.

## Printing Procedures

All users that previously printed to the MTPrint or Follow\_Me printer will need to stop using this print queue, **remove it**, and start using the new **MTSU\_BW or MTSU\_Color** queue that has been installed. If anyone sends print jobs to the Follow\_Me printer after Friday morning (5/10/19) they will NOT show up on the copier queue and be lost.

Follow these steps IMMEDIATELY to remove the old unusable print queue:

*For Windows 7:*

1. Click Start button in lower left corner.
2. Click Devices & Printers.
3. Right click on the MTPrint or Follow\_Me or MTSU\_Canon\_Follow\_Me print queue and select "Remove Device".
4. Click Yes on the confirmation box.

*For Windows 10:*

1. Click Start button in lower left corner.
2. Start typing without quotes "Devices & Printers". It will show at the top of the list. Click it to open.

3. Right click on the MTPrint or Follow\_Me or MTSU\_Canon\_Follow\_Me print queue and select "Remove Device".
4. Click Yes on the confirmation box.

*For Apple:*

1. Click Apple icon in upper left corner.
2. Select System Preferences.
3. Select Printers & Scanners.
4. Single click to highlight the Follow\_Me printer and click the minus sign below to remove.
5. Click Yes on the confirmation box.

**In the event there was a problem with the install on your computer and you do not see the new MT Print, you can install this yourself by following the directions below.**

*For PC Users:*

1. When on campus on a wired internet connection, go to the following link:  
\\acads\CoBHS\_Depts\CoBHS General\Printers\Pharos\PC
2. Double click the install file named PSMTSUCanonPrint3\_for\_Lte.exe
3. Click "Install". After it is done, click "Finish".

*For Apple Users:*

1. When on campus on a wired internet connection, click Go --> Connect To Server, then copy/paste the text exactly as it appears here: smb://acads/cobhs\_depts/cobhs\_general/printers/pharos/apple
2. Click Connect. It may ask for your FSA credentials. If so, enter in the format, without quotes, "fsa\username" and then your FSA password).
3. Open the install file named "MTSU\_Canon\_PrintBW&Color\_PS\_Q3.dmg" and install the program.

The install files do not set the new print queue as their default printer. If they want it to be default, it must be done manually. If anyone needs help with that, please let us know.

The centralized machine will be located in AMG 106. You will only be able to access this room with an AMG classroom key. We will have paper available for the copier in those rooms. If there is not paper please contact Mrs. Missy Mullins so that paper can be provided.

These machines are very user friendly, but we are happy to assist anyone using the machine for the first time. Please contact Mrs. Mullins at 615-898-2886 ([missy.mullins@mtsu.edu](mailto:missy.mullins@mtsu.edu)) if you have any questions.



## **Syllabi**

All course syllabi **MUST** be e-mailed to [hpddept@mtsu.edu](mailto:hpddept@mtsu.edu), bev.clanton@mtsu.edu and your faculty mentor/area program director (when applicable).

## **Supplies**

Supplies needed for your teaching assignments may be obtained from Mrs Mullins (MC 123).

## **Building and Facilities**

Indoor physical activity facilities, classrooms, and offices are located in two different buildings: MC and AMG. Outdoor facilities are located on and off campus: Bowling – Murfreesboro Bowling Lanes (Strikes and Spares); Golf –Old Fort Park; Tennis – courts North of Murphy Center; Volleyball - AMG. **NOTE: Do not take your classes to the Campus Recreation Center.**

## **Equipment Room**

The equipment room is open from 7:30 a.m. to 4:00 p.m. The equipment room is where various sport and activity equipment is housed to be used for classes. It is located on the lower level of Murphy Center, across and slightly down from the stairs to the HHP offices. Reservations for equipment for activity classes and other courses can be made by either speaking with Mr. Kurt Faulkner (615-898-2918) or one of the student workers. Reservations for equipment must be made 48 hours in advance. **Any class schedule changes or room changes should be listed on the large white board outside the equipment room.**

## **Forms**

All necessary forms needed during your employment or as a student should be available on the [departmental website](#) or the [College of Graduate Studies website](#). If you are unable to locate what you need, see Mrs. Dismukes, HHP Graduate Coordinator, MC 127, 615-898-2147.

## **Travel Policy**

**All University-related travel must be pre-approved.** Please see Mrs. Mullins for any University-related travel at least two (2) weeks prior to travel. This is for ALL university travel, even if you are not receiving funding. If approved by Dr. Clanton and your faculty advisor, you must present a signed absence form to Mrs. Mullins with your travel authorization form.

## **Work Orders**

If there are any problems with the equipment in any classroom or office, please e-mail Mrs. Kathy King ([kathy.king@mtsu.edu](mailto:kathy.king@mtsu.edu)) immediately with a full description of the problem and the equipment's MTSU tag number.

# INSTRUCTIONAL GUIDELINES FOR GRADUATE TEACHING ASSISTANTS

As a GTA, your primary responsibility is teaching the students in the courses you have been assigned. In order that your experience during the coming academic year may be as rewarding and as pleasurable as possible, please read and abide by the following policies and procedures. We hope the following sections will answer most of the questions you may have. Please do not hesitate to ask for clarity or for information on unanswered questions.

## **Absence from Work**

Graduate teaching assistants are required to meet with their classes at the scheduled times and days. If you have to be absent at any time during your service contract dates, you **MUST** fill out a Request for Absence Form using the procedures below:

1. Meet with Dr. Clanton and your faculty advisor to discuss the reason for your absence.
2. If verbal approval is given, obtain a **Request for Absence Form** (see “Forms” section).
3. If you will be missing a class you are assigned to teach for any reason, **find a qualified instructor to cover your class, in consultation with your faculty advisor**. This person must be an employee within our department to avoid liability. Include the name of the person who will be covering for you on the Request for Absence Form. You are held accountable for the classes assigned to you.
4. Complete and take the form to the GTA Coordinator for signature and approval two weeks prior to your absence request dates.
5. In case of an emergency or sickness, contact a colleague to cover your class(es). Then call Dr. Clanton at 615-848-8435, your faculty advisor, and Mrs. King at 615-898-5543. Complete the Absence Form and return it to the GTA Coordinator as soon as you return. **(You must have two colleagues lined up as emergency contacts for class coverage.)**

## **Proper Teaching Attire**

You represent the Department of Health and Human Performance and MTSU. As a professional, when teaching activity courses, you must wear clothing that is representative of an instructor (e.g., polo shirt, athletic shorts, or pants). Short shorts, jeans, tank tops, etc., are not appropriate. Do not wear anything with another university’s logo or any outside organization. When teaching a lecture class, dress professionally as an instructor, not as a student. For example, no hats or flip flop shoes.

## **Syllabi and Course Content**

Graduate teaching assistants are responsible for teaching the content of the course(s) assigned to them and ensuring the content is consistent with the information provided on the syllabus.

1. Copies of the course syllabus will be provided to you by the GTA Coordinator (Dr. Clanton). If you are teaching an upper division course in a specific area, please see the Area Program

Director. Only your personal information and some due dates can be altered. Please check with the GTA coordinator or area program director before making any date changes.

2. A course syllabus **MUST** be available to each student online (D2L) before the first day of class.
3. All grading criteria must be listed on the syllabus.
4. Absence policies must be stated **clearly** on course syllabus.
5. Each instructor shall inform the students of the methods used in the evaluation of the class, class start and end times, evaluation and assessment procedures, attendance requirements, etc.
6. Final examinations for activity courses, including skills tests, may be given the last week of class. All other courses have scheduled exam times per the University. The date and time of the exam should appear on each course syllabus.

### **Activity Courses**

1. The department will furnish all of the equipment needed for activity courses. The instructor is responsible for checking out and returning any equipment needed to teach their class. Equipment must be returned to the equipment room in the same condition as when it was checked out. Students who check out individual equipment must return the equipment to the equipment room at the end of the class period.
2. During the initial class meeting, the instructor will escort the class to the equipment room and locker rooms. Students should be informed that lockers are on a first come first served basis. Students must provide their own lock and remove lock and personal items at the end of each semester. Locks will be cut and contents removed at the end of each semester.
3. **Tennis**: At the beginning of each class, the instructor will obtain a hopper of tennis balls from the equipment room. All tennis balls issued by the department are identified. The instructor is responsible for balls hit over the fence into the road (safety first) or into the grass. There are several tennis rackets in the equipment room. Students may use their ID cards to check out rackets or they may use their own.
4. **Golf**: At the beginning of each class, the instructor will obtain a bucket of golf balls from the equipment room. The instructor has the responsibility of ensuring that all of the golf balls are returned at the conclusion of class. Normally, there is a fee (up to \$30 per student) for the class to hit range balls and play nine holes at one of the courses. The instructor must coordinate this with the professional at the course: VA or Old Fort Golf Course. See the GTA Coordinator for more information. Students may use their ID cards to check out golf clubs or they may use their own.
5. **Bowling**: Students must furnish their own transportation to the Murfreesboro Bowling Lanes. A fee of \$35.00 per student per semester (subject to change) is charged for the use of the lanes and shoes. This fee is paid directly to the bowling facility the first day the class meets at the lanes.
6. **Badminton**: At the beginning of each class, the instructor will obtain enough shuttles and rackets for the class from the equipment room. Check rackets for cracks, breaks, and loose grips. Do the same at the conclusion of class and notify equipment room personnel of any rackets that need repair.

Any student damaging a piece of issued equipment by a deliberate action due to anger, or any other reason that is judged by the instructor to be “beyond normal usage”, will have to replace it by purchasing a new piece of equipment or repairs before the end of the semester or a hold will be placed on their transcript

## **Attendance Reporting and Academic Alert**

Attendance reporting is used to comply with federal financial aid requirements. Reporting students who register for class and then never attend or stop attending allows Financial Aid employees to make the appropriate adjustments to a student's financial aid awards.

1. You must keep attendance records from day one in each course. You must have a copy of the course roster from Pipeline beginning day one. Do not remove anyone from your class list until after attendance reporting. You must report if a student attended or did not attend your class beginning on the first day. You must record attendance daily and check course rosters on a regular basis.
2. Academic Alerts are required **two times during the semester**. This is different from Attendance Reporting. The first Academic Alert reporting requires a mid-term grade be submitted for all students. The second report is for students who are being monitored.

## **Grades**

1. Mid-term and final grades must be posted through Pipeline by the primary instructor. Grades from D2L do not automatically convert to Pipeline. If you are listed as a secondary instructor, you must meet with the primary instructor during grade reporting dates.
2. A **mid-term grade must be entered** for all students. This will be a letter grade representing the student's current standing in your course. If you have a student who has a D or an F, please be sure to check the box for "Advisor Follow-up".
3. During the last week of classes, the final computerized grading and roll lists will be available via Pipeline. When you go to the website, check the official class roster against your class attendance for any discrepancies, dropped "D", withdrew "WD", etc.

**NOTE: Many times, students have the instructor sign a drop form and never follow through with the procedure. If you sign a drop form, put a note by the student's name on your roll and the date it was signed.**

4. Compute final grades.
5. Go to Pipeline and follow the directions to record and submit grades. If you have any problems with submitting grades, please contact the GTA Coordinator immediately.

**NOTE: The grades must be recorded in Pipeline. Grades must be submitted on time – no excuses.**

6. University policy prohibits the posting of grades on office doors, hallways, etc. Students can view their mid-term and final grades via Pipeline.
7. If a student is eligible to receive an incomplete ("I"), record the precise requirements the student must meet in order to remove the incomplete. **A copy of the requirements must be returned to the GTA Coordinator at the end of the semester.**
8. If you make a legitimate error in evaluating a student and need to change the grade, obtain a Change of Grade form online at [https://mtsu.edu/forms\\_emp\\_alpha.php](https://mtsu.edu/forms_emp_alpha.php), fill out the information as required, check the reason for the change of grade, sign it, and give it to Mrs. King. She will

obtain the signature of the Department Chair, if needed, retain a copy for the office, and send it to the Records Office.

### **Drop / Add Forms**

Contact Mrs. King if a student wants to drop or add your course. Mrs. King will make sure the proper steps are followed and that the assigned room has space allowed for a student wanting to add a course.

### **Records Management and Retention**

The University follows the records retention schedules set forth by the State of Tennessee Records Management Division, as approved by the State's Public Records Commission. Details of this policy can be found under [Policy 129 – Records Retention and Disposal of Records](#).

As a graduate teaching assistant, most student records you have will be documented in D2L, but there may be some documents you have possession of that need to be kept for a specified period of time per university regulations. Any of the documents listed below MUST be retained until the end of the semester (if not returned to the student). Documents must be separated by course (where applicable), labeled with the course name, number, and semester and delivered to the Records Coordinator (Missy Mullins - MC 123) at the end of the semester.

#### Student Education Records:

- Academic records (including Narrative evaluations, competency assessments, and/or skills assessments)
- Change of grade records
- Class lists (original grade sheets or cards)
- Statistical data (enrollment, grades, race/ethnicity, degree)
- Examination papers and answer sheets, including scantrons, lab assignments

This policy applies to original documents only. If you have an original document that is not specifically listed above, you should still turn that in to the Mrs. Mullins.

# Contract and Policy for Graduate Assistants

Full-time graduate assistants must work a minimum of six (6) contact hours per week in classroom or laboratory instruction in which the GTA assigns the grade; or eight (8) contact hours per week in laboratory supervision in which the professor assigns the grade; or ten (10) contact hours per week in teaching at the campus school. A student must be enrolled for a minimum of six (6) semester hours of course work each semester.

A student must be enrolled in a graduate degree program, which means all graduate admissions procedures have been approved unconditionally by the department and the graduate school, and, once taking courses, has maintained a **3.00 cumulative grade point average for master's and 3.25 cumulative GPA for doctoral students**. Failure to maintain good standing terminates the contract. This agreement may be terminated by the university without advance notice. The workload assignment for a teaching assistant must be in the department of his or her major.

Graduate assistants receiving **academic year appointments** will be paid in eight (8) installments **beginning September 30 and ending April 30**, with the last installment being made after all obligations to the University have been discharged. Graduate assistants receiving academic year appointments will begin work on the day after the fall University Convocation and end on the day of spring graduation. Graduate assistants receiving a spring semester appointment will begin work the Monday prior to the beginning of classes and end on the day of graduation. **Fiscal year appointments will begin on September 1 and end on August 31** of the following year. Tuition coverage will be limited to the semester in which the graduate assistant holds a contract with the Graduate College. All graduate assistants must comply with [\*\*MTSU Policy 225 – Appointment of Graduate Assistants\*\*](#).

# 225 Appointment of Graduate Assistants

**Approved by President**

**Effective Date: June 5, 2017**

**Responsible Division: Academic Affairs**

**Responsible Office: Dean, College of Graduate Studies**

**Responsible Officer: Dean, College of Graduate Studies**

## **I. Purpose**

This policy establishes the criteria and process regarding employment of graduate assistants at Middle Tennessee State University (MTSU or University).

In accordance with the Southern Association of Colleges and Schools (SACSCOC), institutions utilizing graduate assistants must provide a structure for administrative oversight at a level above that of the individual academic or assigned unit to assure conformity with institutional policies and procedures.

The Dean of the College of Graduate Studies is responsible for the administration of all aspects of the graduate assistants program: graduate teaching assistants/graduate research assistants/graduate administrative assistants. This responsibility includes approving student applications, checking all credentials and Personnel Appointment Forms, notifying the Business Office and other applicable offices of student appointments, changes, and terminations, recommending stipends, and all other matters relative to graduate student appointments.

## **II. Types of Graduate Assistantships**

A. Graduate Teaching Assistants. The specific duties may vary from department to department. The majority of graduate teaching assistants are assigned one (1) or more of the following responsibilities:

1. Teaching a classroom section of a course;
2. Teaching a laboratory or discussion section of a course;
3. Tutoring or providing other special assistance to students of the University;
4. Assisting a faculty member in grading, advising, and other duties necessary to conduct a course; or
5. Assisting directly or indirectly in instruction or supervision of MTSU students in community programs, internships, workshops, or seminars for practicing professionals.

B. Graduate Research Assistants. Duties vary according to the nature of the department and/or the specific research project to which the student is assigned. The student may assist a faculty member in his/her research or may be part of a team working on an externally funded research project. The duties of a graduate research assistant are performed under the direction and supervision of members of the faculty or academic staff.

C. Graduate Administrative Assistants. Typically, assistantships are granted in the department in which the degree is to be earned; however, there are cases where exceptions are permitted. These include assistants who are assigned duties of an administrative or clerical nature in the Office of Academic Affairs, College of Graduate Studies, Office of Student Affairs, Business Office, Admissions Office, academic departments, or college offices, etc. The Dean of the College of Graduate Studies must approve all appointments of this type.

### **III. Stipends**

All departments and offices at MTSU are to conform with the provisions of this policy and are to pay graduate assistants at the levels established by the College of Graduate Studies.

A. Stipends for graduate teaching assistants and graduate research assistants funded by the College of Graduate Studies are determined by the College of Graduate Studies based on a review of market factors and the availability of funds. Stipends awarded through external funds such as grants may vary in amount from other assistantships awarded by the University, but may not be lower than the corresponding minimum University established assistantship rate. Stipends for Ed.S. students are the same as those for master's students. Stipends for doctoral students are greater than those for master's and Ed.S. students.

B. Stipends for graduate administrative assistants will be determined by the College of Graduate Studies in consultation with the administrative unit. In no event will the stipend of a graduate administrative assistant be less than the lowest graduate teaching assistant stipend throughout the University. It is expected that the stipends of administrative graduate assistants will be the same in any given administrative unit, although stipends may vary between administrative units.

C. The University pays the tuition (maintenance fees), debt service fee, and the technology access fee for all students holding assistantships. All other costs (such as books, post office box fees, student parking and transportation fees, and any other fees assessed, including distance learning fees), are the responsibility of the graduate student. The College of Business retracts the College of Business course fee for all graduate assistants taking courses in the College of Business. Tuition is not paid by MTSU for students during any semester, or portion thereof, in which they do not have assistantship duties or for courses taken at other institutions (except joint programs). The Dean of the College of Graduate Studies must approve payment for undergraduate prerequisites, which must be specified at the time of admission.

D. Non-Tennessee residents holding a graduate assistantship are considered in-state for tuition purposes during the semesters in which they hold an assistantship. Students holding an academic year assistantship during the Spring term, and having an appointment for a graduate assistantship in the following Fall term, are considered in-state for tuition purposes during the Summer term. Students holding an academic year assistantship in the Spring term, and who have filed an approved Intent to Graduate form for the following Summer term, are considered in-state for tuition purposes during that final Summer term. Students who have held an assistantship but relinquish their assistantship to conduct an off-campus internship that is an integral requirement of their program of study, will be considered in-state for tuition purposes during this internship. These terms on off-campus internship will count toward the limit of terms that the student may hold an assistantship.



#### **IV. Required Assignments**

A. All graduate assistants are to meet the assignment requirements as set forth in the MTSU Standard Assistantship Agreement. Failure to fulfill the terms of this agreement results in a termination of the student's assistantship.

B. Assignment: Full-time graduate assistants will engage in twenty (20) hours of activities as assigned by the department and agreed to by the student. This requirement can be met in a number of ways, including combinations of the following:

1. Six (6) contact hours per week in classroom or laboratory instruction in which the graduate teaching assistant assigns the grade, or
2. Eight (8) contact hours per week in laboratory supervision in which the faculty member assigns the grade, or
3. Ten (10) contact hours per week in teaching at the Campus School, or
4. Clock hours (up to twenty [20]) per week in supervised activities in the department or office of their assistantship, or
5. A combination of the above, not to exceed these specifications.

C. All graduate assistants must be available outside of their course of study to fulfill the twenty (20) hours of activity assignments as determined by the department.

D. All graduate assistants must register for at least six (6) graduate credit hours of course work per semester in order to receive an assistantship and be classified as full-time graduate students. Graduate assistants in their last semester of study may register for only those hours remaining to complete the degree. Graduate assistants holding Summer term appointments may register for less than six (6) hours. Graduate assistants taking fewer than five (5) graduate hours in any semester will have Social Security and Medicare tax deducted from their stipends. All catalog regulations pertaining to full-time students are applicable to graduate assistants.

E. The required six (6) hours must be maintained throughout the entire semester. Courses may not be dropped if the resulting course load is less than the required six (6) credit hours. Courses may not be changed to audit.

F. Half-time graduate assistants will perform the equivalent of half ( $\frac{1}{2}$ ) of the assignment of full-time graduate assistants. Half-time graduate assistants will receive half ( $\frac{1}{2}$ ) of the stipend and half ( $\frac{1}{2}$ ) of the tuition and fees of full-time graduate assistants. Half-time graduate assistants are charged the balance of their tuition and fees at the resident fee level.

#### **V. Appointment**

The department shall follow standard procedures developed by the department for appointment of graduate assistants.

A. Assistantship Period.

1. An assistantship agreement may be issued for one (1) or two (2) semesters or for twelve (12) months.
2. For a master's or Ed.S. program, students may be awarded an assistantship for no more than six (6) semesters or, for those on twelve (12)-month agreements, no more than two (2) years or the equivalent thereof.
3. For a M.F.A. program, students may be awarded an assistantship for no more than twelve (12) semesters.
4. For a doctoral program, students may be awarded an assistantship for no more than five (5) years (fifteen [15] semesters). For support beyond this limit, one (1) additional year (three [3] semesters) may be granted upon review of academic progress. In exceptional cases, a further extension of up to one (1) year (three [3] semesters) may be granted on request on a semester-by-semester basis. Writing fellowships may be an available option for this support, but may not be granted beyond the seventh (7<sup>th</sup>) year of support.
5. Students who have completed one (1) degree while holding a graduate assistantship, and who are accepted into a second (2<sup>nd</sup>) graduate degree program, are eligible to apply for another graduate assistantship.
6. Variations from the nine (9)-month and twelve (12)-month agreements must be approved by the Dean of the College of Graduate Studies.
7. All graduate assistants are students first. Teaching and assignment schedules should be assigned with consideration for the graduate assistant's class schedule.  
Department/administrative offices are expected to provide for their taking the usual student holidays such as Labor Day, Fall break, Spring break, etc. Graduate assistants should not be required to work on student holidays.

B. Twelve (12)-Month Appointment: The appointment period is from September 1 through August 31.

C. Academic Year Appointment: The Fall semester appointment period will begin one (1) day after the University Convocation and end one (1) day before Fall graduation. The Spring semester appointment period will begin on the Monday preceding the day classes begin and end one (1) day before Spring graduation. Summer appointments begin the first day of the Summer term and end one (1) day before Summer graduation.

D. Semester Appointment: The assistantship schedule follows the appropriate semester as shown in this section.

E. Failure to Comply with Assistantship Agreement: Assistants whose appointments are terminated because they have not complied with the terms of the agreement are subject to a pro-rated charge-back of tuition. Please note that assistants who fall under the provision of [Policy 504 Educational Adjustment for Pregnant and Parenting Students](#) are not considered to have failed to comply and their assistantship status will be retained in accordance with this policy.

F. Registered sex offenders are not eligible for employment at MTSU in accordance with T.C.A. § 40-39-211, which prohibits sex offenders required to register under T.C.A. § 40-39-2 from knowingly accepting employment at MTSU.

## **VI. Payment of Stipends**

All stipend payments are made by direct deposit

A. Fiscal Year Appointments: Assistants receiving fiscal year appointments are paid in twelve (12) equal installments beginning September 1 and ending August 31. Payments are received on the last business day of each month.

B. Academic Year Appointments: Assistants receiving academic year appointments are paid in eight (8) equal installments beginning September 1 and ending April 30. Payments are received on the last business day of each month.

C. Semester Appointments: Assistants receiving a semester appointment are paid in four (4) installments based upon beginning and ending dates.

## **VII. Procedures in Securing Assistantships**

A. Responsibilities. The student seeking a graduate assistantship should secure the [Application for Assistantship Form](#) from the [College of Graduate Studies website](#). The completed form should be filed with the College of Graduate Studies.

B. The department/administrative office checks for the following requirements:

1. Overall grade point average (GPA), whether undergraduate or graduate, must be at least 3.0. Currently enrolled doctoral students seeking an assistantship must have a 3.25 GPA;
2. All entrance requirements have been met and the student has been accepted into a graduate degree program unconditionally;
3. Graduate teaching assistants who have primary responsibility for teaching a course for credit and/or for assigning final grades for such must have earned at least eighteen (18) graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training and be evaluated on a regular basis. The eighteen (18)-hour requirement does not apply to graduate teaching assistants who are engaged in assignments such as laboratory assistance, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.
4. Graduate teaching assistants whose first language is not English are required to demonstrate an appropriate level of competency in spoken English.

C. The department/administrative office shall follow its established procedures for appointing assistants and is responsible for obtaining any other information needed in addition to that identified in this section.

D. When a department/administrative office has made a decision to offer an assistantship, the recommendation and appointment forms are forwarded by the department to the College of Graduate Studies. The Dean of the College of Graduate Studies is the final approval authority, and if approval is granted, shall forward the required forms to the appropriate offices. Any correspondence with applicants, whether written or verbal, should indicate that all approvals at the department/administrative

office level are tentative and that final approval of appointments is predicated on the availability of funds and the final approval of the Dean of the College of Graduate Studies.

E. A completed hiring packet for an assistantship candidate, when forwarded to the College of Graduate Studies, should contain completed copies of the following:

1. Graduate Assistant Application Summary Form;
2. [Personnel Appointment Form \(PAF\)](#);
3. Employment verification for students must be submitted via the Human Resource Services Workflow and approved prior to the first day of employment.

F. The College of Graduate Studies requires that all assistants undergo appropriate pre-service and inservice training. Such training consists of the University-wide orientation as well as department/administrative office-based sessions.

G. The College of Graduate Studies requires that all graduate assistants be evaluated each semester while holding the assistantship.

H. Graduate assistants who fail to maintain a 3.0 (master's) or a 3.25 (doctoral) for any semester while holding an assistantship will be placed on assistantship probation. The graduate assistant will be given one (1) semester to regain the required grade point average. Failure to do so will result in termination of the graduate assistantship contract at the close of the probationary semester.

I. Graduate assistantships may be terminated at any time due to failure to provide satisfactory work performance and/or violations of appropriate conduct policies.

Revisions: none.

Last Reviewed: June 2017.

References: Policy 504 Educational Adjustment for Pregnant and Parenting Students; T.C.A. §§ 40-39-2; 40-39-211.

# Discrimination and Harassment Policy

Harassment and discrimination in all its forms are prohibited at Middle Tennessee State University as outlined under Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Executive Order 11246, as amended; the Vietnam Era Veteran's Readjustment Act of 1974, as amended; Title IX of the Civil Rights Act of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans With Disabilities Act of 1990, as amended; and other related federal and state laws.

These laws and MTSU policy prohibit harassment and discrimination in all educational programs or activities that receive or benefit from federal financial assistance, e.g., in recruiting and admissions, financial aid, athletics, textbooks and curriculum, housing facilities, career counseling, insurance and health care, single-sex groups and programs, extracurricular activities, and employment.

**MTSU Policy 26** prohibits discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights laws that apply to MTSU.

**MTSU Policy 27** prohibits discrimination or harassment on the basis of sex, sexual orientation, and gender identity/expression, which includes sexual harassment and sexual misconduct (dating violence, domestic violence, sexual assault, and stalking).

These policies and the procedures for resolution can be found online <https://www.mtsu.edu/policies/governance-and-compliance/index.php> Copies may also be obtained from departmental offices on campus.

Additional information can be obtained from: Dr. Marian V. Wilson, Assistant to the President for Institutional Equity and Compliance and Title IX Coordinator, CAB 116, 615-898-2185 Dr. Debra Sells, Vice President for Student Affairs, KUC 212, 615-899-2440

# Ethics and Code of Conduct Policy

## I. Purpose

Middle Tennessee State University (MTSU or University) has a fiduciary responsibility to fulfill its overall mission in compliance with applicable policies, laws, regulations, rules, contracts, grants, and donor restrictions. As the University pursues its mission, it is committed to conducting its business in an ethical and law-abiding fashion; it will maintain a business culture that builds and promotes compliance consciousness.

The University is also committed to the core values of honesty, integrity, respect for diversity, engagement in the community, and commitment to non-violence. As part of the University's core values, employees are expected to promote the best interests of students; treat others with respect and civility; conduct University business with the highest level of ethical standards and integrity; utilize University resources in a manner that avoids waste, fraud, and abuse; and maintain a culturally rich and diverse environment in which to work and learn. This policy sets forth standards of conduct to support these core values and, in so doing, to protect the reputation, credibility, financial well-being, and legal obligations of the University.

## II. Scope

This policy applies to all employees of the University whether employed full-time, part-time, or temporary, and includes student workers where appropriate.

## III. Policy

All employees of the University are expected to maintain the highest standards of honesty and integrity in the performance of their employment duties. Accordingly, the following are general standards of conduct related to an employee's duty to the University.

A. Employees must comply with [Policy 12 Conflict of Interest](#). Employees must refrain from using their position at the University, or any privileges obtained through employment at the University, in a manner that would unduly influence or result in a personal advantage to the employee or to the employee's immediate family members. Employees shall not have any personal interest, financial or otherwise, or directly or indirectly engage in a business transaction or professional activity that conflicts with the proper performance and responsibilities of their duties in the course of University employment, or that provides the appearance of such conflict. As provided for in [Policy 12 Conflict of Interest](#), employees must disclose information on the nature and extent of any financial interests in entities that do business with the University.

B. Employees must comply with [Policy 71 Preventing and Reporting Fraud, Waste, and Abuse](#), and should become familiar with the reporting process.

C. Employees must comply with [Policy 814 Outside Employment, Extra Compensation, and Dual Services Agreements](#) as concerns employment outside of, and in addition to, the employee's responsibilities at the University.

D. Employees shall not accept any compensation for their service as University employees from any source other than the University, except as may be otherwise provided in other policies such as [Policy 814 Outside Employment, Extra Compensation, and Dual Services Agreements](#).

E. An employee shall not disclose the confidential information of the University obtained during the course of his/her employment, except as required by law, statute, a valid subpoena, or request by a government entity for educational or investigatory purposes. An employee shall not use such information for his/her personal gain or benefit. Such confidential information includes, but is not limited to, student educational records under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99); pharmacy records, treatment records, medical records, and other protected health information; University business and financial records; and University patents, licenses, inventions, research, or other University intellectual property.

F. An employee shall not engage in conduct or actions that could provide the appearance or impression that improper influence over him/her could favorably affect the outcome of any University contract, award, rank, position, grant, or University-owned asset.

G. Employees must comply with [Policy 816 Nepotism](#). An employee may not be in a direct supervisory line with his/her relative, nor may the employee participate in the process of review, recommendation, and/or decision making in any manner concerning hiring, opportunity, promotion, salary, retention, or termination of a relative.

H. Professional Values. Employees should demonstrate the following behaviors in carrying out fiscal and other professional transactions:

1. According respect to self and others;
2. Exhibiting commitment to both the University and organizational unit;
3. Accepting responsibility; and
4. Striving to enhance one's own capabilities, and provide the highest quality of performance and counsel.

I. Employees shall, in the performance of their duties, be accountable for:

1. Knowing, supporting, and implementing the University's and functional area's operational plans;
2. Exercising prudence and integrity in the management of resources in their custody and in all fiscal transactions in which they participate;
3. Acting in a competent manner and in compliance with applicable policies, laws, regulations, and rules, contracts, grants, and donor restrictions;
4. Not knowingly being a party to, or condoning, fiscal misconduct;
5. Reporting fiscal misconduct as required by University policy;
6. Not knowingly signing, subscribing to, or permitting the issuance of any financial statement or report that contains any material misstatement or that omits any material fact;
7. Knowing and fulfilling the fiscal responsibilities set forth in University policy;
8. Preparing or presenting financial information as required by University policies; and
9. Protecting privileged or confidential information to which they have access by virtue of their position.

J. Healthy Workplace

1. Employees shall not, in the performance of their duties:
  - a. Commit abusive conduct against another employee, subordinate, administrator, Board Trustee, or any persons doing business with, or in relation to, the University.
  - b. Assist another employee in committing abusive conduct in the workplace.
  - c. Exhibit and/or commit workplace bullying against another employee.
  - d. Retaliate against any employee who reports incidences of abusive conduct in the workplace, and/or commit such acts of retaliation as defined in Section VII of [MTSU Policy 710 Violence on Campus](#).
2. “Abusive conduct” shall have the same meaning as defined within the Healthy Workplace Act, T.C.A. § 50-1-502, as “any acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, such as:
  - a. Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
  - b. Verbal, non-verbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
  - c. The sabotage or undermining of an employee’s work performance in the workplace.
3. “Abusive conduct” does not include:
  - a. A single act, unless such conduct is determined to be severe and egregious.
  - b. Disciplinary procedures in accordance with MTSU policies and procedures.
  - c. Routine coaching and counseling, including feedback about and/or correction of work performance.
  - d. Reasonable work assignments, including shift, post, and overtime assignments.
  - e. Individual differences in styles of personal expression.
  - f. Passionate, loud expression with no intent to harm others.
  - g. Differences of opinion on work-related concerns or matters.
  - h. The non-abusive exercise of managerial prerogative.
  - i. Other, similar non-abusive behavior.
  - j. Expressive activity protected by federal or state law.
4. Complaints regarding abusive conduct should be submitted to the Assistant Vice President for Human Resources, or his/her designee, and investigated pursuant to university policies and practices. Employees who violate this policy by engaging in abusive conduct will be subject to discipline, up to and including termination.

K. Ethics Training. Employees shall complete online Ethics training on an annual basis in furtherance of MTSU’s community values, mission, and compliance program.

#### L. Appropriate Use of University Resources

University resources are an important part of the successful delivery of both academic and support services to MTSU’s students and community constituents. All employees of the University are entrusted with the responsibility of preserving University resources, using those resources in a prudent manner for their designated purposes, and are entrusted with fiscal responsibility for their functional area of responsibility. Accordingly, University resources should only be used in furtherance of the University’s mission and operations. Inappropriate use of University resources includes, but is not limited to:

1. Faculty or staff utilizing students or other University employees to advance the faculty or staff member’s personal, monetary, or political interests.



2. Granting external entities access to University services, information, technology, or resources for personal gain.
3. Inappropriate use or misuse of computer or information technology resources in violation of [MTSU Policy 910 Information Technology Resources](#).

#### M. Fiscal Code of Conduct

1. All Banner Finance users, HRBanner users, procurement card (P-Card) users, and other specified employees shall demonstrate their awareness of, and compliance with, the University's Fiscal Code of Ethics through the acknowledgement process that follows.
2. Acknowledgment Process. The applicable Fiscal Code of Ethics statement must be signed, as monitored by the responsible party identified in parentheses:
  - a. By employees upon signing their letter of offer for employment with the University (the respective department or college);
  - b. By individuals requesting access to the University's Finance System/MTSource as Finance System Users, prior to receiving such access (the appropriate University Finance System Access Security Coordinator);
  - c. By individuals requesting access to the University's HRBanner and by HRBanner users prior to receiving such access (the appropriate University HRBanner Access Security Coordinator);
  - d. By individuals asking for authority as a P-Card user, prior to receiving such authority (Procurement Services);
  - e. By all the principal investigators, project directors, and everyone associated with a grant, as may be required by the terms of the grant or relevant laws, regulations, or policies; and
  - f. By other employees as required by his/her Vice President.
3. If an individual fails to sign the statement as required, the respective Finance System, HRBanner, or P-Card access will not be provided. If the individual already has access, then the access will be withdrawn. The failure to sign will be reported to the relevant supervisor for appropriate action. Employees who fail to sign as required will be deemed to have failed to meet a condition of their appointment/employment.

#### IV. Enforcement

The Ethics Advisor for MTSU is the Assistant Vice President for Compliance and Enterprise Risk Management. All allegations of ethics violations should be forwarded to the Office of Compliance and Enterprise Risk Management at [carem@mtsu.edu](mailto:carem@mtsu.edu) for initial review and investigation.

Recommendations from the Office of Compliance and Enterprise Risk Management made after any ethics investigation may be reported to the Assistant Vice President for Human Resource Services; the Office of Audit and Consulting Services; and/or the Office of the University Counsel for an additional determination concerning disciplinary action.

Revisions: June 5, 2017 (original); April 3, 2019. Last Reviewed: April 2019.

References: Policies 12 Conflict of Interest; 71 Preventing and Reporting Fraud, Waste, and Abuse; 710 Violence on Campus; 814 Outside Employment, Extra Compensation, and Dual Services Agreements; 816 Nepotism; 910 Information Technology Resources; Family Educational Rights and Privacy Act; Healthy Workplace Act, T.C.A. § 50-1-502.

# Safety Guidelines for Graduate Teaching Assistants

AEDs are located in the MC Equipment Room, MC Front Office,  
AMG 216A, and Exercise Science Lab

## Accident/Injury Reporting

The HHP Accident/Injury Report form can be found in the “Forms” section of the GTA Handbook. If an accident occurs to you or a student while in class, the accident/injury report should be completed as soon as possible following the incident. Please have the student and any other witnesses sign the form. The instructor signs and then brings the form to the GTA Coordinator.

In case of an emergency, the first aid kit and the bloodborne pathogens clean-up kit are located in the equipment room with Mr. Faulkner on the lower level of Murphy Center.

**In Case of Emergency**  
**First Call – MTSU Police at 615-898-2424 or 9-1-1**

## Protocol for Injuries Requiring Immediate Medical Attention (Emergency)

If a student sustains a serious injury/illness (i.e., loss of consciousness, stops breathing, has severe bleeding, concussion, possible fracture, or dislocation) in your class, immediately seek appropriate medical care through the following steps:

1. Call 9-1-1 or MTSU Campus Police (615-898-2424), from the nearest phone. MTSU Police will contact EMS, Fire and Murfreesboro Police and direct them to your location. Campus phones connect to MTSU Police when 9-1-1 is dialed. If using a cell phone, you will need to call 615-898-2424 or 9-1-1.
2. You should provide MTSU Police with the following information:
  - a. Your name
  - b. Your location
  - c. Nature of injury (level of consciousness, possible fracture, dislocation, etc.)
  - d. Other pertinent information
3. Calm the student and comfort him/her until EMS arrives. **DO NOT ALLOW THE STUDENT TO MOVE OR BE MOVED.**

4. Report the incident to Dr. Clanton at 615-848-8435 and complete an accident/injury report as soon as possible.

**Protocol for Injuries NOT Requiring Immediate Medical Attention (Non-Emergency)**

If a student sustains an injury/illness (i.e., possible sprain, contusion, nausea) in your class and does not require emergency services, the following steps should be followed:

1. Instruct the student to seek health care at the MTSU Student Health Services.
2. Offer assistance in transportation or have peers assist in transporting the student. (Do not transport in your personal vehicle – golf carts are available for checkout in HHP Office.)
3. Report the incident to Dr. Clanton at 615-848-8435 and complete an accident/injury report as soon as possible.
4. Contact the student to check on their status.

# Master Computer Classrooms

Health and Human Performance master computer classrooms are located in MC 100A and AMG 204. The teacher station has a networked computer, and capability to display on a screen via an LCD projector. Computer workstations are available for students to use during class. Priority classes (i.e., classes which involve extensive computer use) are regularly scheduled in these classrooms.

Requests to use the master computer classrooms can be made through the Mrs. King. In order to reserve a room, you will need to give details regarding the meeting, including the course prefix, number, and CRN. **She will contact Scheduling** on your behalf for the reservation.

# Inclement Weather Policy

## **Lightning Policy**

When thunder is heard or lightening is seen, all outdoor classes are to be immediately stopped and moved to an indoor facility.

## **Rain and Snow**

No classes will be held outdoors if it is raining or snowing. Plan for alternative indoor space to conduct class. Videos, rules, history, strategies, and/or reviews can be alternatives. **DO NOT CANCEL YOUR CLASS DUE TO INCLEMENT WEATHER.** The President of the University is the only person who can cancel classes due to inclement weather. The university will post closings on the website ([www.mtsu.edu](http://www.mtsu.edu)).

## **Tornado and Threatening Winds**

In case of a tornado, you and your class should seek shelter in the Murphy Center tunnel, interior corridors or stairwells away from glass (doors) and outer walls. **DO NOT SEEK SHELTER IN GYMNASIUMS.** Do not pull fire alarms.

Remind students that MTSU has updated their weather reporting system. If a weather warning is broadcast, it means that a storm is imminent to the campus area and not just Rutherford County.

# GTA Dates to Remember

## Fall 2019 (August 26 – December 12, 2019)

Date	Event
Aug. 20	New International Student Orientation – 10:00 a.m.
Aug. 19 and Aug. 21	HHP Graduate Assistant Training – 9:00 a.m. in AMG 210
Aug. 23	New Graduate Assistant Orientation with Graduate Studies @ 8:30 a.m. in the JUB; more information & RSVPs to come shortly
Aug. 26	Fall classes begin
Sept. 2	Labor Day - No classes (no service)
Sept. 9	Last day for graduate students to file their intent to graduate forms for Fall 2019
Oct. 4	Written doctoral exams begin
Oct. 12-15	Fall Break - No classes (no service)
Oct. 18	Written master's and specialist's comprehensive exams begin
Nov. 1	Last day for Fall 2019 graduates to upload their theses/dissertations to ProQuest. The signed Publishing Agreement form is also due at this time.
Nov. 4-15	Priority Registration for Spring 2020
Nov. 13	Last day to submit hiring packets for continuing Spring 2020 Graduate Assistantships to the College of Graduate Studies
Nov. 15	Comprehensive exam results due back to the College of Graduate Studies
Nov. 27-30	Thanksgiving Break - University closed Nov. 28-29 (no service)
Dec. 4	Last day of classes
Dec. 5	Study Day - No classes
Dec. 6-12	Final examinations
Dec. 12	Last day of term
Dec. 14	Commencement
Dec. 16	Deadline for final grades

### Accelerated Term Dates:

- A1: August 26 – October 11, 2019
- A2: October 16 – December 12, 2019

**Spring 2020** (January 21 – May 7, 2020)

Graduate deadlines will be added when available.

Date	Event
Jan. 21	Classes Begin (Tuesday after MLK, Jr. Day)
Mar. 9-14	Spring Break
Apr. 29	Last day of classes
Apr. 30	Study Day – No classes
May 1-7	Final examinations
May 7	Last day of term
May 8	Graduate Commencement (tentative)
May 9	Undergraduate Commencement (Two ceremonies)
May 11	Deadline for final grades

Accelerated Term Dates:

- A1: January 21 – March 6 (Monday-only classes will just have 6 class meetings)
- A2: March 16 – May 7

**Summer 2020** (May 18 – August 7, 2020)

Individual Summer 2020 term sessions to be determined by Fall 2019.

Date	Event
Apr. 6-17	Priority Registration
Aug. 8	Commencement (One ceremony)
Aug. 10	Deadline for submission of final grades

# Forms



## HHP Graduate Assistant Time Sheet

Name: \_\_\_\_\_ Assignment: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Number of Hours							
Date	Class Prep	Teaching	Grading	Lab	Faculty Assignment	Office	Total Hours
1							
2							
3							
4							
5							
6							
7							
Week 1 Total Hours							
8							
9							
10							
11							
12							
13							
14							
Week 2 Total Hours							
15							
16							
17							
18							
19							
20							
21							
Week 3 Total Hours							
22							
23							
24							
25							
26							
27							
28							
Week 4 Total Hours							
29							
30							
31							
Week 5 Total Hours							
Total Hours for Month:							

Comments: \_\_\_\_\_

Graduate Assistant's Signature: \_\_\_\_\_

GTA Coordinator's Signature: \_\_\_\_\_

## REQUEST FOR GRADUATE ASSISTANT ABSENCE

Graduate assistants receiving academic year appointments (most Master’s students) will begin work on the day after the fall University Convocation and end on the day of spring graduation. For those with fiscal-year appointments (Ph.D. students), you will begin work on the day after Convocation as well, but will end on the day of summer graduation.

**Any absence during these dates (unless specified on the service calendar as a “no service” day) MUST be approved by the GTA Coordinator.**

Name: \_\_\_\_\_ Date(s) of absence: \_\_\_\_\_

Reason for absence:

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If teaching/assisting during time of absence, complete the following:

Schedule Class(es) Missed	Time	Date	Provision for Classes

GTA Coordinator Signature: \_\_\_\_\_

**NOTE: All University-related travel (even if you are not receiving funding) must be pre-approved and a copy of this completed and signed form must be submitted with your travel authorization paperwork.**

## ACCIDENT/INJURY REPORT

<b>First Report of Accident</b>	<b>Personal Information</b>
<input type="checkbox"/> Student <input type="checkbox"/> Non-Student <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Other – Explain: _____  Time of Incident Date: _____ Time: _____ [ ] am [ ] pm	Last Name: _____ First Name: _____ Date of Birth: _____ Sex: [ ] M [ ] F Address: _____ City: _____ State: _____ Phone: _____ - _____ - _____
<b>Description of Incident</b>	Incident Location – Bldg: _____ Room #: _____
Statement of Account – State the location, time, and nature of injury. (If accident took place off-campus, attach any waivers associated with the activity.)  _____ _____ _____ _____ _____ (Use back if additional space is needed.)	
Instructor Signature:	_____
Witness Signature:	_____
Injured Person’s Signature:	_____
<b>Injury Classification:</b>	
Incident Type: <input type="checkbox"/> Slip/Fall/Trip <input type="checkbox"/> Struck by or against <input type="checkbox"/> Caught in-between <input type="checkbox"/> Overexertion <input type="checkbox"/> Repetitive <input type="checkbox"/> Foreign Body <input type="checkbox"/> Hand Tool/Equipment <input type="checkbox"/> Animal/Insect Bite <input type="checkbox"/> Other – Explain: _____	Injury Type: <input type="checkbox"/> Abrasion or Contusion <input type="checkbox"/> Blood-to-Blood Contact <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Fainting <input type="checkbox"/> Foreign Material (contact or embedded) <input type="checkbox"/> Bone or Joint Injury <input type="checkbox"/> Puncture <input type="checkbox"/> Other – Explain: _____

**Job Performance Incident Report**  
**Department of Health and Human Performance**

Employee: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Brief Description of Incident(s):

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Results/Plan of Action:

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- I agree with the above
- I do not agree with the above

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GTA Coordinator's Signature

\_\_\_\_\_  
Date

**Non-Returning GTA Checklist**  
**Department of Health and Human Performance**

Name: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

		GTA's Initials	Date
Office Cleaned – Room #			
Grades Submitted			
Verify Grades Posted			
Equipment Returned			
<b>Keys Returned to MC 112</b>			
Key #	Room/Office #		
Completed all phases			

\_\_\_\_\_  
 GTA Coordinator's Signature

\_\_\_\_\_  
 Date

## PAR Q

Please see Dr. Clanton for the 2018 Version.