

## TA Office Policies and Procedures

### 1. Grade spreadsheets and all electronic files need to be **PASSWORD PROTECTED**

- a. Click “Save As”
- b. Click “Tools” in bottom left-hand corner of window
- c. Select “General Options”
- d. Type in a password for the “Password to Open” option

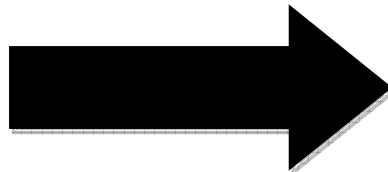
The password should be given **ONLY** to TA’s with a need to access the file. That way TA’s and CA’s from other courses will not be tempted or have access to information they should not be viewing including students grades and assignments they may encounter in future classes.

### 2. **Hard copy assignments, exams, etc. are *not* to be stored in the TA Offices.**

- a. This refers to major assignments and especially exams.
- b. **This does *not* refer to essays, short/pop quizzes, film logs, or assignments that are safeguarded in manila folders.**
- c. This refers to both blank and completed work. If TA’s make original copies of a test or assignment to handout in class, these should be taken directly to that class or to the faculty instructor – not stored in the TA Office until they are to be handed out to the students to complete.
- d. If graded assignments are being handed back to students, these items may be delivered to the Dept Office
- e. If **NOT** being handed back, these assignments must be surrendered to the faculty instructor
- f. **PLEASE REMEMBER:** The University retention schedule indicates that *all* graded student assignments must be kept *one year* before they can be destroyed
- g. If the faculty instructor does not have room in his/her office to store these assignments for the duration of the retention period, s/he can ask the Front Desk and if we have filing room, we will keep these items for the professor for the required period of time.
- h. *If questions arise on what can be stored in the offices and what can’t, the TA’s and faculty may ask me any time!*

We found a plethora of exams and assignments in the TA office before and anyone in that office had access to those. We just want to make sure that we preserve the integrity of our class materials by limited the access to them to only those who should have that access.

**CONTINUED ON REVERSE**



### **3. TA Room Assignments will be based on COURSE:**

- a. TA ROOM #1 = 383 (this is the larger room with 2 computers, more tables, and more filing space)  
PL SC 110  
PL SC 150  
PL SC 170  
PL SC 200
- b. TA Room #2 = 384 (this is the smaller room with 2 computer and a bit less filing space)  
PL SC 201  
PL SC 202  
PL SC 328  
All other courses

I talked this over with Darren and this seems like a fair allocation and splits up some of the courses we had concerns about. I will, of course, make amendments to this on a case-by-case basis when necessary (esp. if one room gets too full in a given semester etc).

### **4. TA room code information:**

- a. Each of the two TA rooms will have a different door code
- b. Codes will be changed once per semester
- c. Student Employees will be required to sign an agreement to the “TA Office Rules” to get their key pad code each semester

Assignment of key pad codes each semester can be done when students bring me their Pink Sheets to me so this is no extra work for the faculty.

### **5. Periodic Room Checks:**

- a. Office Staff will periodically check the TA Offices to make sure they are clean, organized, and are free of FERPA violations.
- b. Office Staff will also make sure that the “Rules” are posted and being adhered to.
- c. Office Staff will have the authority to cite infractions and make sure they are corrected.
- d. If there are serious problems, faculty instructors will be informed and asked for help in making corrections.

I want to stress that I’m not trying to make anyone’s life hard or be “big brother.” However, that said, things got way out of hand last time with some rather serious (sometimes legal) problems, so I think someone has to play “enforcer” and I’m guessing that the faculty would rather have me or my students do it since they are so busy with other things. However, if anyone wants to volunteer to help with this... ☺