

## Policies for Political Science Teaching and Research Assistants

Research Assistants and Teaching Assistants (both regular student assistants, CA's - graders) play an important role in helping the Political Science Department fulfill its academic mission. The opportunity to aid the faculty in their teaching or research can benefit both to the students in our classes and the student assistants. We are anxious to make this a rewarding and successful endeavor. To that end, student assistants must comply with the following policies.

### Qualifications

1. Be in good Honor Code and Academic Standing at Brigham Young University.
2. Comply with all policies regarding student employment at BYU.
3. Have a minimum cumulative grade point average of 3.4.
4. Hiring preference will be given to upper-division students (juniors and seniors), but in all cases a student must have completed a minimum of 32 credit hours (sophomore status) of college-level courses to be considered.
5. For TA's and CA's - All applicants must have completed with an A- or better grade the courses for which they wish to be a teaching assistant.

### Procedure

1. If you **have not** been selected by a particular professor for a particular position and you simply would like to apply for any and all open positions in the department – submit a **GREEN APPLICATION** form to the Political Science Front Desk for *each* semester you wish to work in the department.  
  
You will need to include a copy of your most recent transcript or ABC Report and a copy (will not be returned) of your best research paper or other writing.
2. If you **have** been selected by a particular professor for a particular position – submit a **PINK HIRING FORM** form to the Political Science Department Secretary for *each* semester you wish to work in the department.
4. Both **Applications** and **Hiring Forms** will be screened to make certain applicants meet the department's minimum requirements as stated above.
5. If approved, **Applications** will be forwarded to faculty looking for open positions and **Hiring Forms** will be entered by the Department Secretary after meeting with the student to go over policies, terms of employment, etc.
6. *To be hired, you must meet with the Department Secretary personally!!! No hires will be made until you have spoken directly with the Department Secretary to receive training and instructions.*

## **Policies for Political Science Teaching and Research Assistants**

1. All student employees for Political Science must undergo FERPA training and will not be hired until they have done so. TA's will also have slightly more training provided due to the difference in the nature of their position with that of an RA.
2. Abide by all policies for student employment at BYU, especially with regard to university dress and grooming standards.
3. You are hired on a semester by semester basis only. You must submit a Pink Hiring Form for each semester you wish to work as a teaching or research assistant. An effort will be made to place teaching assistants on an academic year-long basis, subject to budget and performance considerations.
4. *You will be paid on an hourly wage and you are expected to properly clock in and out for all hours worked. Your supervising professor will review your hours every two weeks and will not approve times that do not appear to be correct or that do not match the amount of work submitted.*
5. Student assistants are generally not given keys to faculty or other department offices. In the event a strong need exists for you to have a key, it will only be issued at the request of a member of the faculty with approval of the department chair and dean, and in compliance with the university's key policies. Under no circumstances are students given keys to the department commons area. Any key issued to you must be returned to the Key Office immediately upon termination of your employment in the department.
6. No students are permitted in the department commons area or seminar room on weekends or before 8:00am or after 5:00pm Monday through Friday without a faculty member present. Exceptions may be granted by permission of the Department Chair or Department Secretary.
7. Teaching assistants needing to conduct student consultations can sign-up for hours in the department's designated meeting areas. Check with the Department Secretary for a current list.
8. *Teaching assistants are not to grade student research papers or Independent Study lessons.*
9. If you are assigned to grade papers, assignments, or tests for a class, you must avoid any dating or romantic relationships with any students in the class. Such conduct may be grounds for termination of your employment with the department.
10. All student assistants must conduct themselves in a professional manner when fulfilling their departmental assignments. Avoid any speech or conduct while working with students that might be considered offensive, degrading, or demeaning.
11. You must always show respect to the course instructor (or other faculty), especially when dealing with students in the class. Avoid saying or doing anything that might undermine his or her position or relationship with the student.

**PLEASE NOTE:** Final grades for a course are determined only by the course instructor. Although he or she may consult closely with you in determining grades, final determination of grades is the sole responsibility of the instructor.