The University of Iowa

COLLEGE OF LIBERAL ARTS & SCIENCES
Communication Studies

Updated August 2020

Resource Information for Teaching Assistants and Graduate Students

2020-2021

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Teaching Assistants

Information for all Graduate Students

KEY:
Department Executive Officer (DEO)
Director of Graduate Studies (DGS)

Director of Undergraduate Studies (DUS)
Departmental Administrator (DA)
Administrative Coordinator for Curriculum (ACC)
Administrative Services Coordinator (ASC)
Administrative Coordinator for Graduate Programs (ACGP)
Undergraduate Academic Advisor (UAA)
Shared Services Center, 105 BCSB (SSC)

TEACHING ASSISTANTS

TEACHING RESOURCES:

The Center for Teaching Handbook for Teaching Excellence

College of Liberal Arts and Sciences Academic Policies Handbook

TA OFFICES

The DA will make office assignments annually prior to the start of the fall semester. Offices are a shared space and are to be used for walk-in hours and other TA responsibilities.

COMPUTERS IN TA OFFICES

- If a computer is not working, contact our computer consultant, mike-hendrickson@uiowa.edu.
- Do not remove the computers from the offices.
- Always keep a backup of your data. Data stored on your home drive (H Drive) is actively backed up.
- The computers are not assigned to individuals so please share them.
- The computers should be used for teaching purposes only.

BOOK ORDERS

If you need assistance ordering textbooks, contact your course supervisor.

TEXTBOOK AND RESOURCE COMPLIANCE GUIDELINES

TAs assigned to teach stand-alone courses will receive information about this from the ASC before early registration begins for each semester. Faculty instructors take care of this for lecture/discussion courses. More information can be found here.

COURSE DESCRIPTIONS

TAs assigned to teach stand-alone courses should have their course supervisors approve course descriptions before emailing them to the ACC to post on MyUI. Faculty instructors take care of this for lecture/discussion courses.

REQUIRED SYLLABUS

Well before classes start, TAs assigned to teach stand-alone courses should work with their course supervisor to create a syllabus. Faculty instructors usually create syllabi for lecture/discussion courses. However, sometimes

the faculty instructor will ask the TAs who teach the discussion sections to create an addendum for their section. Additional information can be found here. Contact the ASC if you have questions.

WALK-IN HOURS

Instructors are required to e-mail their walk-in hours to the ASC no later than the end of the first week of classes. Required under College policy, every member of the instructional staff is expected to keep at least three scheduled walk-in hours (60 minutes each per week and be available before and after class and at other times by appointment for a reasonable amount of time).

DROP/ADD (Changes in Registration)

Important info can be found here. If you receive requests from students who want to either ADD or CHANGE discussion sections or courses, tell them you are unable to assist them because COMM uses waitlists.

Students are able to add themselves to a waitlist for a class. We cannot just add students to a section that is already full, sometimes due to room capacities, but mostly because it would not be fair to others that have already added themselves to the waitlist.

For the fall and spring semesters, MyUI remains open for the first week of classes, and the waitlist is still the fairest system to use. After MyUI closes and students are not able to make changes by themselves, they need to contact the UAA for assistance. The UAA will keep a master list for adds/drops and changes. After MyUI closes, it ceases to be accurate regarding enrollments. The UAA's master list will be accurate, MyUI will not. It is important that you direct students to the UAA to ensure that we manage this process appropriately. The ACC will give you more information about this before classes start each semester.

INSTRUCTOR'S OPTION TO DROP FOR NONATTENDANCE (8-DAY DROP RULE)

Read: Instructor's option to drop for nonattendance

The instructor needs to fill out a Drop form with the student's name, id#, and course information and then sign it as the instructor of the course being dropped. Instructors should write "Instructor's Option to Drop for Nonattendance" across the top of the drop slip and **immediately** submit it to the UI Service Center, 2700 UCC. They will notify the students and their advisors that they have been dropped from the course. Contact the UAA if you have questions about this.

CANCELING A CLASS

If you cancel a class and want a sign posted on the classroom door, contact the SSC (335-0575) at least two hours before the class begins to give the staff time to post the sign. You should also follow with an e-mail and include your course supervisor. It is very important that the subject line of the e-mail message is *CANCEL MY CLASS* to alert the staff to take immediate action. The message should include the time the class meets, course number and title, room #, and building. Also, you are required to e-mail your students when a class is canceled.

EMAILING STUDENTS IN A CLASS YOU ARE TEACHING

Faculty and staff utilizing e-mail correspondence with more than one student are responsible for restricting access to a student's e-mail address if the student has requested non-disclosure of directory information. In 2009 FERPA was modified to state that a student may not be anonymous in a class even if they have restricted their data. The sharing of this information with other members of the class is at the instructor's discretion, provided it is deemed appropriate for the success of the class. Students participating in such classes should be notified of this. An example of this might be the need to share email addresses in order to facilitate classroom interactions/discussions.

FINAL EXAMS AND EXAMINATION POLICIES
Information can be found here and here. You will receive more information about this from the UCC.

OFFICIAL CLASS LISTS, GRADING, AND GRADE CHANGES
Instructions can be found here in MAUI. Important information can be found here. The DA will give you more information about grades each semester.

STUDENT EVALUATIONS OF TEACHING
All courses with their administrative home in CLAS must use the ACE (Assessing the Classroom Environment) online forms. Important information can be found here and here. FAQs can be found here. ACE best practices for instructors can be found here.

EXAM BOOKS
Instructors who use exam books should contact the ASC at least a week in advance so that more can ordered, if necessary.

TURNITIN, PLAGIARISM DETECTION TOOL
The University invites all interested instructors to utilize this tool. Information can be found here.

COPYING
Instructors will not be reimbursed for copies made outside of the department. Copy allocations support the courses you teach—not the courses you take and not personal copies.

You will have access to the copier two weeks before classes begin each semester. Access is removed the last day of finals week each semester. Your access code is the last four digits of your UID. Contact the ASC if you have questions. Instructors receive 35 copies per enrolled student.

PRINTING
If you need course materials printed for a Communication Studies course that you are teaching (so that you can make copies for your class), you can email them to the ASC to print. You can also ask your course supervisor to print course materials for you. **The printer/copier in the work room should never be used to print or copy materials for the courses that you are taking or for personal documents.**

CLASSROOM RESERVATION FOR AN EXTENDED CLASS PERIOD OR AN EXTRA CLASS MEETING
Instructors who want to use a classroom for an extended class period need to receive prior approval from Classrooms by completing the Room Reservation Form. Do not assume that you can use a classroom before or after class even though it is usually vacant.

The Room Reservation Form should also be used for extra class meetings like workshops, screenings, etc. Be sure to get your course supervisor's approval prior to making the reservation.

REQUESTING A CLASSROOM CHANGE

E-mail the request to the ACC. Do not contact Classroom Scheduling or the Registration Center. Because of Registrar policies and deadlines, requests must be emailed to the ACC by December 15 for spring classes and July 15 for fall classes.

The following information must be included in the e-mail:
reason for the room change
course #, section #, and title
total # of seats needed
building and room preference

INFORMATION FOR ALL GRADUATE STUDENTS

MAILBOXES AND OUTGOING MAIL
Mailboxes for on-campus graduate students and the outgoing mailbox are located in BCSB. The mailboxes are for university-related mail only—no personal mail, please. Check your mailbox regularly. If you leave campus for a semester or during the summer, please do not have the post office forward your personal (home) mail to the department.

E-MAIL
All departmental email messages will be sent to your uiowa.edu address so it is important that you check your email often. If you are currently using another email service and would like to keep it as your email provider, link the two accounts so that mail sent to your UI email address will be re-routed to your personal email address. Please be aware that if you redirect your uiowa account to another ISP, you may lose your ability to post messages to the listservs.

LISTSERVS
Only members of the listservs can send messages to them unless otherwise indicated. If you are not a member of a listserv that you would like to send a message to, please send it to commstudies-inquiry@uiowa.edu and indicate what listserv(s) it should be forwarded to. The ASC maintains all of the listservs for Communication Studies should you have questions or need help.

TRAVEL
Travel funding is contingent on the departmental budget. Since funding is not guaranteed, students should seek out other funding available through the Graduate Student Senate Travel Award for Research and the Graduate & Professional Student Government. If the department is able to provide funding, this will be communicated by the 1st day of the Fall semester. If you are eligible for travel funding, please follow this process:

1) Complete the departmental travel form at least **TWO WEEKS PRIOR** to travel. You must provide documentation of participation, i.e. presenting a paper at a conference. The travel form and documentation of acceptance must be submitted to the DA via e-mail.
2) Review UI travel policy. Speak with the departmental University Shared Services (USS) representative **PRIOR** to travel if you are unsure about required documentation for reimbursement.
3) Submit required documentation upon return from travel to USS(Office E210C AJB; email uss-commstudies@uiowa.edu) within **TWO WEEKS** from the end of the trip.

VERY IMPORTANT! –All travel must be processed through workflow via ProTrav **before** the trip begins. A "trip" will be created for you and routed into workflow. You must approve the trip request and continue its routing in workflow. Travelers are also required to read and understand the travel policies. Review the pertinent sections from the column on the left.

The department requires travelers to submit original, **itemized** receipts for **all** expenses (including meals), not just expenses of $75 or more. We will not reimburse you without receipts. Meal claims should reflect actual expense not to exceed the maximum daily allowance.

FACULTY AND TA WALK-IN HOURS
Faculty walk-in hours can be found here. TA walk-in hours can be found here. They are also posted outside the SSC 105 BCSB.

CREATING POSTERS
If you are creating a poster to publicize a department-sponsored event, you must comply with the University's brand guidelines and the DA must approve your poster **before** it is copied and posted.

USE OF DEPARTMENT LETTERHEAD
If you are in good standing, you can use the department's e-letterhead for professional correspondence only.
If you want to use the department's e-letterhead, please contact the DA. Please do not forward letterhead to others.

REMINDER: University employees may NOT use letterhead to advertise their own entrepreneurial activities on- or off-campus (e.g., consulting), as this is explicitly prohibited by the policy on Conflict of Interest in the Workplace.

CONFERENCES AND WORKSHOPS
Communication Studies complies with CLAS practices that recommend using the UI Center for Conferences to plan, organize, and administer all faculty and/or student-initiated conferences or workshops. To this end, the department requires anyone requesting departmental funds for such events to consult with the DEO and with the DA BEFORE submitting proposals for support so that they can advise on the best way to proceed. No department funds will be awarded without this prior consultation, as noted above.

RESERVING THE DEPARTMENT'S CONFERENCE ROOMS
Reservations for the department's conference rooms (108 BCSB and 209 BCSB) may be made by contacting the ASC. Arrangements for Skype or videoconference may be made in advance. Arrangements should be made at the time of scheduling the conference room.

EVENT PLANNING, CO-SPONSORSHIPS, INVITATIONS
At the earliest moment possible in your planning for visitor invitations, co-sponsorships, or anything else that might involve the department in paying money for anything, please contact the DA. Also, most internal grant applications require the DEO to sign off on them, but once in a while you might come across one that does not. Please still communicate with the DA and the DEO about your plans.