

2014-2015 Graduate Assistant Program Policy and Procedure Guide

Department of Tourism, Recreation and Sport Management
P.O Box 118208, Gainesville, FL 32611
P: (352) 392-4042 / F: (352) 392-7588

Graduate Assistants

❖ GA Guidelines

- PhD students on an assistantship appointment may be supported for no more than 5 calendar years. Not all PhD students receive an assistantship, and they are not guaranteed for renewal. They are based on need and availability of funding, and contingent upon satisfactory performance.
- Gator1 cards are the responsibility of the student to purchase themselves. The expense is NOT covered by the department.
- Payroll: All University of Florida employees receive bi-weekly paychecks on alternate Fridays. Direct Deposit is required of all University employees. Your first paycheck(s) may be delayed or prorated due to the processing date of your hire. Your last paycheck may be prorated (less than a full amount) due to payroll dates.
- Salary: If you notice that your actual pay amount (after your first paycheck) differs from what is stated on your contract, please notify the graduate program assistant immediately. If you are paid MORE than you are scheduled to, then you will be responsible for returning that money you were overpaid. If you are receiving less than you are scheduled to receive, then it must be rectified immediately.
 - Sometimes GA's earn a different salary amount than their counterpart. It is not advisable to discuss your pay rate, as there are numerous reasons why students are paid different amounts. Primarily caused by legislative increases recently, and the base rate of pay when a student was hired.
- Registration Requirements: As a GA receiving a tuition waiver, you are required to register for the appropriate number of courses per semester. Typical requirements include: 9 Fall/9 Spring/3 or 6 Summer. Summer is defined as: if GA Summer A = 3 CH; if GA Summer B = 3 CH, if GA Summer C = 6 CH. This means you must REGISTER for the appropriate term: if GA Summer A = register A or C, if GA Summer B = register B or C, if GA Summer C = register C or A & B or A & C or B & C. (See Academic Personnel website, <http://www.hr.ufl.edu/academic/regrequirements.asp>, for more specific details for summer terms).

Required Full-Time Registration

	Fall and Spring	Summer		
		A	B	C
Full-time graduate students not on appointments	9-12	4	4	8
Fellows receiving \$4,000 or more per term*, and trainees	12	4	4	8
Assistants on .25 to .74 FTE	9	3	3	6
Assistants on .75 to .99 FTE	6	2	2	4
Full-time assistants:				
1.00 Fall & Spring	3			
1.00 Summer A		2	or	2
1.00 Summer B			2 or	2
1.00 Summer C		1 and	1 or	2

- A Tuition Waiver provided by the department covers ONLY the Tuition charges. The GA is responsible for any and all additional fees. It is the responsibility of the student to make a

payment towards the fees before the initial deadline of the semester, even if a minimal amount. As a GA, you will be allotted an extended amount of time before the remaining balance of your fees is due. If a payment is not made towards the students account before the initial fee payment deadline set by the university, it may result in cancellation of registration and additional fees. Waivers are NOT processed through ISIS until after the end of drop/add. New student/GA waivers are sometimes delayed in being processed, however, you are still responsible to make a payment towards your account. Since the student is still responsible for the fees associated with their registration for classes, that amount is still due to the university, even while waiting for a waiver to be processed. If a waiver has not been processed by the 3rd week of class, please contact the graduate program assistant immediately. Changes in your registration may impact the processing of the waiver.

- Holidays: Graduate students are entitled to take as holidays the days on which the University is officially closed. In addition graduate students are allowed 5 sick days per semester, and are not cumulative across semesters. For students in their second semester as a GA or beyond, any leave beyond the allotment requires written notification no less than 30 days prior to event, and no less than 24 hours for emergency, approval of the research advisor and notification of the Graduate Coordinator. Students will not normally receive a departmental stipend for extended leave beyond the 5 days indicated above. Spring break is also approved holiday time of 5 working days.

2014 Holidays

- New Year's Day – Wednesday, Jan. 1
- Martin Luther King Jr.'s Birthday – Monday, Jan. 20
- Memorial Day – Monday, May 26
- Independence Day – Friday, July 4
- Labor Day, Monday – Sept. 1
- UF Homecoming – Friday, October 17
- Veterans Day – Tuesday, Nov. 11
- Thanksgiving – Thursday, Nov. 27, and Friday, Nov. 28
- Christmas – Thursday, Dec. 25

2015 Holidays

- New Year's Day – Thursday, January 1st
- Martin Luther King, Jr.'s Birthday – Monday, January 19th
- Memorial Day – Monday, May 25th
- Independence Day – Friday, July 3rd
- Labor Day, Monday – September 7th
- UF Homecoming – to be determined
- Veterans Day – Wednesday, November 11th
- Thanksgiving – Thursday, November 26th & Friday, November 27th
- Christmas – Friday, December 25th

- You have been assigned an office, located in either FLG 200 hallway or Yon Hall (a few exceptions may apply). We do our best to assign offices/office mates based on seniority (keep office), same gender, and concentration. You will share a phone and a printer, but have the right to your own “space” within the office. If at any time you feel uncomfortable-regardless the reason-with your office mate, do NOT hesitate to consult with the graduate program assistant about an opportunity to be relocated. We find that sometimes study habits or personalities don't always mix well. Our goal is to offer you a safe environment to conduct your contracted work, and excel at your abilities to do so with limited complications. On the other hand, in the future, you will no doubt have to work with “different” kinds of people and graduate school is an opportunity to learn about other people and develop tolerances that will likely serve you well in the future.
- Building security and keys: Michael Murphy (FLG 140) will issue GA's their assigned keys, after obtaining a key form from the graduate program assistant. Students will receive 1 key to access the outside door and their office. It shall be clearly understood by all receiving keys that he or she shall:

- Exercise great care to prevent loss. Report any losses of keys immediately to Michael Murphy directly. If he is unavailable, report to the graduate program assistant.
 - External building doors are NOT to be propped open for any reason.
 - Do **NOT** loan your key to anyone!!!
 - Verify that the outside door used is locked when entering or leaving the building after regular hours.
 - Under no circumstances allow anyone you don't know into the building after hours who is not a holder of a building key.
 - Report to the University Police and to the Department Chair any unusual or suspicious occurrence or persons found in the FLG building after the building is normally closed.
 - The college is NOT responsible for personal belongings in your office or on your person.
- Office phones: you will share a phone with your office mate, so please be mindful and cooperative when setting up your voicemail or checking messages. To dial out:
- On campus: Phone: 294-4042 Dial: 4-4042
 - Off campus/local: Phone: 555-1212 Dial: 9-555-1212
 - Long Distance* Phone: (555) 555-1212 Dial: 9-1-555-555-1212

*Prior approval from the office manager, Ms. Liz Cody located in 300C is required before long distance calls can be made.

- You have a mailbox located in FLG 300 (lobby), that you should check regularly. It is accessible M-F 8a-5p. Outgoing/campus mail may be submitted to the department secretary located in FLG 330.
- Department mailing address: PO Box 118208, University of Florida, Gainesville, FL 32611-8208
 - Delivery Address: 300 Florida Gym, University of Florida, Gainesville, FL 32611
 - Physical Address: 1864 Stadium Road, University of Florida, Gainesville, FL 32611
- The department does have faxing capabilities, which are conducted via your email. For receiving faxes, they are received by the department staff, and will be forwarded to your UF e-mail address. (Off campus faxes are similar to calling off campus with your office phone: dial 9 to get an outside line, then the number).
- To send a fax, enter exactly as shown in the "to" field of your email address:
 1. Campus Fax: (352) 392-8701 To: [fax:28701]
 2. Off campus-local Fax: (352) 555-1212 To: [fax:95551212]
 3. Off campus-long dist. Fax: (555) 555-1212 To: [fax:915555551212]
 4. International Fax: (44-02-555-1212 To: [fax:90114425551212]
- During each fiscal year (July 1-June 30), each GA & TA are allowed the following:
- 1 toner cartridge, if you share a printer you are allowed 2 per office (Must bring "old" cartridge when requesting replacement)
 - 3 reams of paper
 - We try to set up student offices and supply needed materials for the office which includes stapler & staples, staple remover, ruler, pencils and pens, paper clips & binders. Should you need any of these items, as well as paper or printer cartridge, please contact the department secretary, Ms. JoAnn Smolen (FLG 330, jsmolen@ufl.edu)

- When you leave the university the items listed above should remain in the office for the next occupants. This will be verified through an exit checklist procedure when you return your office key. Please schedule an exit walk through with Ms. Smolen before submitting your exit paperwork.

- Required Training: As a GA, you are required to attend the FERPA training annually and the Sexual Harassment training biennially. A print out proving your completion of these courses are required to be submitted to the graduate program assistant by Sept 15 (Feb 1 for new Spring GA's). Insubordination may result in non-renewal of appointment.
 - FERPA for faculty
 1. Log in to MyUFL at www.ufl.edu
 2. Select: Main Menu > My Self Service > Training and Development > myTraining Enrollment
 3. Search by Course Name: enter "FERPA"
 4. Register: "FERPA for Faculty" (UF_PRV803_OLT)
 - Preventing Harassment
 1. Log in to MyUFL at www.ufl.edu
 2. Select: Main Menu > My Self Service > Training and Development > myTraining Enrollment
 3. Start: "Preventing Harassment" (UF_GET802_OLT)

- You are assigned an HHP email shortly after your hire. It is your responsibility to check this email regularly, as it is used as official communication with your students and the TRSM administration. Communication from the department will be sent to that address, as part of the "GA List serve".
 - Note that this differs from your GatorLink email address (however, is the prefix. For example: TRSM@ufl.edu would be TRSM@hhp.ufl.edu)
 - You can access your HHP email by logging into your computer and opening "Microsoft Outlook", or via remote access from the HHP website (www.hhp.ufl.edu), and selecting "webmail" in the upper right hand corner. Logging in with your MyUFL log in will provide access to your mailbox.

- Work Injury: Any injuries must be reported immediately to the TRSM department office manager, Ms. Liz Cody, Rm 300. If not available, then report immediately to Ms. Diane Davis in the Dean's Office, FLG 202A.

- HHP Services:
 - IT/ Computer issues: 294-1610 FLG 247 Pete Calamore/Mike Wrenne
 - Maintenance: 294-1620 FLG 166 Scott Templeton
 - Conference Room Reservation Requests:
 1. Dean Pat Byrd Conference Room/Additional Rooms: FLG 200 294-1631
 2. A.C. Moore (TRSM) Conference Room: FLG 320
 - See the department secretary for non-defense reservations
 - Email the graduate program assistant for defense/exam reservations

❖ Summer Support

- The Department of TRSM at the University of Florida has a limited number of summer assistantship opportunities available, less than during other semesters. They consist of TA positions only, based on need and determined by the department chair. Please plan your budget or alternate work opportunities accordingly. If you are not on a TA or funds from a grant, you will not receive a salary during the summer from the department.

❖ GA Evaluations

- GA's are evaluated annually based on the terms of their contract by their supervisor. TA's are evaluated by the department chair, and RA's are evaluated by their academic advisor/supervisor. It is the responsibility of the student to work closely with their supervisor to verify they are meeting the requirements of their assistantship position.
- GA's are required to maintain a 3.0 grade point average to maintain their assistantship.
- Evaluations are based on teaching performance (if applicable), progress in research and work ethic. Evaluations are performed in writing, and communicated via personal meeting with your supervisor or through email; however all evaluations are completed formally in writing.
- Evaluations require the signature of the supervisor and the student.

❖ GA Resources:

- GatorGradCare: Health insurance plan for Graduate Assistants
<http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>
- Graduate Assistants United (GAU): the labor union on campus that serves as the voice of graduate students employed as teaching and research assistants. <http://ufgau.org/wp/> or <http://www.graduateschool.ufl.edu/student-life-and-support/graduate-assistants-united>
- Travel: Occasionally travel funding is available from various sources, such as the graduate school or student council. Any travel that is conducted for educational purposes MUST have a Travel Authorization (TA) submitted PRIOR to the trip, and an Expense Report provided upon your return. Please contact Emer Ramos (FLG 330D) for more information eramos@hhp.ufl.edu 294-1641.
<http://trsm.hhp.ufl.edu/index.php/about/resources-for-faculty-staff/documents-and-forms/>
 - Funding assistance application information from the Graduate School:
<http://www.graduateschool.ufl.edu/finances-and-funding/travel-funding>

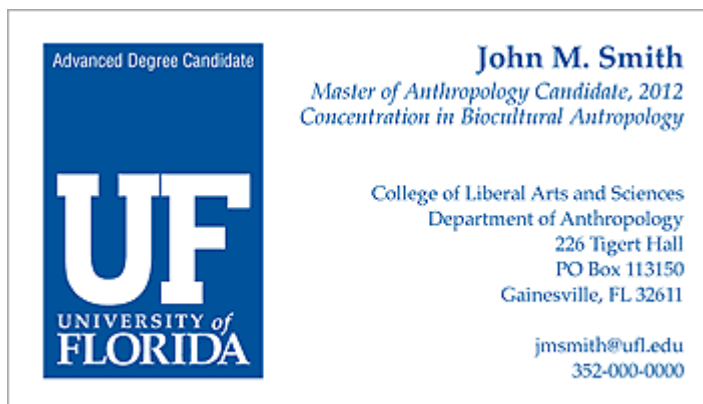
- Professional Development Award: Designed to provide financial support to students seeking academic and career endeavors to further their development in the field. Some examples of professional development opportunities include:
 - Attending and/or presenting at a professional conference
 - Performing research related to the field
 - Attending a training/workshop to further knowledge and/or skills related to the field

This award is made possible by funds raised at the Annual Swamp Scramble golf event hosted by TRSM and HHP. Criteria for the award:

- Current student in TRSM in good standing
- Sophomore standing or higher
- Complete Professional Development Award Application
- If approved for an award, student must volunteer to help with the following year's TRSM Swamp Scramble golf event

Applications will be reviewed by the Professional Development Committee and decisions will be finalized in writing to the applicant. Please submit the completed application to FLG 330.

- ❖ Leaving UF: The program assistant will provide a required “exit checklist” and “exit interview survey” for all GA’s before they leave the university. This process includes returning all property to UF, including your office key, and providing forwarding personal contact and professional information.
- ❖ Advanced Degree Business Card Orders
 - Below is the only formatting option you are able to use, in regards to using the UF logo, as it is the only approved template. You must use the vendors listed as well. No additional information is to be included either. If you use the department PO Box, you need to make sure that you are checking your mail box regularly (located in 300 lobby).
 - While students are not permitted to have the same business cards as faculty and staff, a distinct design is available for advanced degree candidates.



- Correct address information to use:
 - Albert F. Gator
 1. Doctorate of Philosophy Candidate, 2015
 2. Concentration in Sport Management
 - College of Health and Human Performance
 1. Department of Tourism, Recreation and Sport Management
 2. 300 Florida Gym
 3. PO Box 118208
 4. Gainesville, FL 32611
 - albert@hhp.ufl.edu or albert@ufl.edu
 1. 352-294-16XX

- It is the financial responsibility of the student to purchase business cards on their own. These are not required by the department.

- Please receive department approval, by contacting Ms. Julie McGrath (FLG 301) or Ms. JoAnn Smolen through the graduate program assistant before submitting an approved proof for processing.

- Business cards can be purchased from the printers listed below. The card should include name, course of study, college and department, departmental address and telephone number and campus email address. No additional information is authorized. (PhD students must state their PhD is in “Health and Human Performance”, and may include their concentration in Tourism, Natural Resource Recreation or Sport Management).

- Special Pricing for Printing Orders/UF Purchasing
 - Print Vendors:
 1. Lirsh LLC d.b.a. Copyright
 - 3434 SW 24th Avenue, Suite C, Gainesville, FL 32607
 - Contact: Scott Rucarean
 - Phone: (352) 378-COPY (2679) / Fax: (352) 374-4492
 2. INSTY-PRINTS www.insty-printsonline.com
 - 125 NW 23rd Ave, #12-14, Gainesville, FL 32609
 - PeopleSoft Vendor #0000000457
 - Contact: Ritch DeVoe or Don Bailey
 - Phone: 352-373-7547 / Fax: (352) 371-6597
 3. UF Mail and Document Services www.maildocserv.ufl.edu
 - Building 715 Radio Road, Gainesville, FL 32611
 - Phone: 352-392-1134 / Fax: (352) 392-0879
 - <http://maildocserv.ufl.edu/order/cardform1.asp>

❖ RA Guidelines

- Through mutual agreement, a student may work for a professor on a research problem and while doing so be supported as a research assistant. The duties of such an assignment are given to the student by the supervising professor.

❖ TA Guidelines

- Teaching assistantship support has limited availability for a limited period of time. Although most run for 9 month appointments, some only last for one semester and are renewed based on need and availability. Renewals are not guaranteed. Funding may be renewed for up to 5 years maximum.
- Students supported as teaching assistants or graders will be assigned specific duties which may include one or more of the following: teaching classroom or online sections, grading papers, quizzes and/or exams, maintain office hours and proctoring exams. It is important that these considerable responsibilities be taken seriously. For anticipated absences from your teaching duties, or if illness, accident, or an emergency prevents you from meeting your commitment, you must inform your teaching supervisor and help make arrangements to cover that duty. In the event of extraordinary circumstances (e.g., serious health problems, advanced pregnancy) the department will make every effort to provide a suitable TA assignment, however, it may not be possible to do so in every situation.
- Office Hours: For every 1 class taught, you are required to have 2 hours posted available as office hours. This is to be consistent weekly on your syllabus, which includes your office location and contact information for students to reach you.
- Grade Change Forms: These are NOT accessible online or to pick up anywhere. You must personally see the graduate program assistant in FLG 301 to obtain the official document. You are NOT able to make copies for multiple changes, as it will be considered forgery. You MUST fill the form out completely before submitting to the graduate program assistant for processing. Please be mindful of timing of WHEN the document needs processed and WHEN it is submitted to the graduate program assistant, because it goes through a series of signature approvals and then delivered to the registrar's office for processing. Please advise your students that this process may take up to 2 weeks to be completed.
 - You can NOT fill out the form for YOUR OWN personal grade to be changed. This MUST be obtained and completed by your advisor or instructor of record.
 - Department Address: TRSM PO 118208 (your phone number)
 - College Address: HHP PO 118200
- Grades submission: Grade submission is open for approximately 1 week at the end of the semester. Please watch closely for email notifications regarding when grades are due. They are typically required to be submitted on the Monday following the grades opening,

at 11am. Your grades must be “finalized” to be considered completed. Please contact the graduate program assistant immediately if you need to make a correction before the deadline, if you have already finalized your grades. This effort can prevent the paper grade change form process.

- When proctoring end of semester exams, you are NOT permitted to administer a final exam during reading days. These are required to be free days for students to study.
- Please bring/email Ms. JoAnn Smolen your class related copy requests, using the following guidelines:
 - Minimum 24 hour notice for requests
 - If request is emailed, please confirm she has received and is in the office that day.
 - If hand delivered, please place in her “in box” on the top, left hand side of her desk with her name on it (beside the brown accordion file organizer).
 - Please clearly state:
 1. Number of copies requested
 2. Who the copies are for
 3. When the copies are needed
 4. Copies will be completed front/back, unless otherwise stated
 5. Whether it is to be stapled or other additional special requests
- Please also see Ms. JoAnn Smolen for Scantrons to be used for quizzes or exams.
- Final exams are to be conducted during the week of final exams. Under NO circumstances can a final exam be administered on reading days!
- JoAnn will be happy to assist you with other class related resource needs you may have.

❖ Workshops for Teaching Assistants

- The Graduate School and Teaching Center offer a mandatory orientation and “getting started” workshop for all graduate students starting teaching assignments. Some topics included in the workshop series are presentation skills, course and lecture planning, techniques for improving student attention and motivation, group dynamics, testing and grading, use of technology to enhance learning, and how to elicit and interpret feedback. TA’s who complete a significant percentage of the workshops are awarded certificates. To register or for more information go to TA Development at https://www.teachingcenter.ufl.edu/ta_development.html

❖ Teaching Enhancement

- TRSM Teaching Enhancement Committee, led by Dr. DeMichele, can provide leadership and guidance regarding your teaching abilities. By scheduling presentation evaluations, the member of the committee will evaluate your teaching for constructive growth. This is for your own personal development and will not affect your annual evaluation. It is a requirement that every NEW TA be evaluated during their first semester. This service is

optional for returning TA's. To schedule an evaluation of your teaching or syllabus overview, please contact Dr. DeMichele doug@hwp.ufl.edu

❖ English Language Speaking Proficiency

- Newly-admitted graduate students who are not native English speakers are required by Florida state law to present a score of 23 or higher on the speaking portion of the iBT or to pass an English speaking exam [SPEAK test] (score of 45 or higher) at the University of Florida. A student must pass this exam before he/she can be certified to teach as a teaching assistant. If you are conditionally enrolled in your first semester without the minimum iBT score, it will be expected that you will pass the exam before the end of your first semester of study. In such cases, the support stipend will be reduced during the first semester. If a student does not pass the exam by the end of the first semester, then that student will not receive any further department teaching assistantship support. Obtaining a score of 55 or 60 on the UF Speak Test or a 28 or higher on the iBT speak test will exempt you from taking English remediation courses. The department is not responsible to cover the tuition expenses of taking required English remediation courses.
- Students who pass the English speaking requirement are eligible to serve as a teaching assistant for undergraduate courses, as assigned by the department chair.

❖ TA Resources:

- Student Life & Support: <http://www.graduateschool.ufl.edu/student-life-and-support/teaching-assistant-resources>
- Graduate Teaching Assistant Awards: <http://www.graduateschool.ufl.edu/academics/graduate-teaching-assistant-awards>

A research or teaching assistantship is a wonderful chance to learn while you earn and a valuable addition to your resume and stepping stone to being a teaching professor. The ability to show prospective employers that you have TA or teaching experience is an asset that not all job applicants can list as an accomplishment. Use this opportunity wisely and as an occasion to learn by doing your best to excel and show students the way to excellence is by following the example you set as a representative of Florida's pre-eminent university.