



2017-2018 Graduate Assistant 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

- Gator1 student ID cards are the responsibility of the student to purchase themselves. This 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 Office Manager 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.
- **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.

2017 Holidays

- New Year's Day – Monday, January 2
- Martin Luther King, Jr.'s Birthday – Monday, January 16
- Memorial Day – Monday, May 29
- Independence Day – Tuesday, July 4
- Labor Day – Monday, September 4
- UF Homecoming – Friday, October 6
- Veterans Day – Friday, November 10
- Thanksgiving – Thursday, November 23 & Friday, November 24
- Christmas – Monday, December 25

2018 Holidays

- New Year's Day – Monday, January 1
- Martin Luther King, Jr.'s Birthday – Monday, January 15
- Memorial Day – Monday, May 28
- Independence Day – Wednesday, July 4
- Labor Day – Monday, September 3
- UF Homecoming – Friday, October 12 (tentative)
- Veterans Day – Monday, November 12
- Thanksgiving – Thursday, November 22 & Friday, November 23
- Christmas – Tuesday, December 25

- **Tuition Waiver:** 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 ONE.UF 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.

- **Registration Requirements:** As a GA receiving a tuition waiver, you are required to register for the appropriate number of courses per semester as stated in your letter of appointment.

Graduate Assistantship Tuition Waiver and Registration Requirements	
FTE	Registration Requirements & Waiver
Fall and Spring Semesters	
.01 - .24 FTE	12 credits (no waiver - Petition Required by Graduate School)
.25 - .74 FTE	9 credits (waiver)
.75 - .99 FTE	6 credits (waiver)
1.00 FTE	3 credits (waiver)
Summer A Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); (A or C; A & C); Cannot be registered in B
.25 - .74 FTE	3 credits (waiver) (A or C; A & C); Cannot be registered in B
.75 - .99 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B
1.00 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B
Summer B Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); (B or C; B & C); Cannot be registered in A
.25 - .74 FTE	3 credits (waiver) (B or C; B & C); Cannot be registered in A
.75 - .99 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
1.00 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
Summer C Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
.25 - .74 FTE	6 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
.75 - .99 FTE	4 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
1.00 FTE	2 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only

- **Office Space:** We do our best to assign offices/office mates based on seniority, 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 Office Manager about an opportunity to be relocated. 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.

- **Building security and keys:** Michael Murphy (FLG 140) will issue GA's their assigned keys, after obtaining a key form from the Office Manager. 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 Office Manager.
 - 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:** Phones will be shared 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

- **Campus Mail:** You have a mailbox located in FLG 300 that should be checked regularly. It is accessible M-F 8a-5p. Outgoing/campus mail may be submitted to the department assistant 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

- **Email:** You are assigned a UF email as a student. 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 listserv.

- **Fax:** 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]

- **Office Supplies:** 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 assistant in FLG 330.
 - When you leave the university the items listed above should remain in the office for the next occupants.

- **Required Training:** As a GA, you are required to attend the FERPA training annually and the Sexual Harassment training every two years. 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)

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

- **HHP Resources:**
 - IT/ Computer issues: 294-1610
 - Maintenance: 294-1620
 - Conference Room Reservation Requests
 1. A.C. Moore (TRSM) Conference Room: FLG 320
 - See the department assistant 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 teaching assistantship opportunities available. Summer TA appointments are based on need and determined by the department chair. Please plan your budget or alternate work opportunities accordingly.

- **Leaving UF:** The Office Manager 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 a forwarding address.

❖ 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.

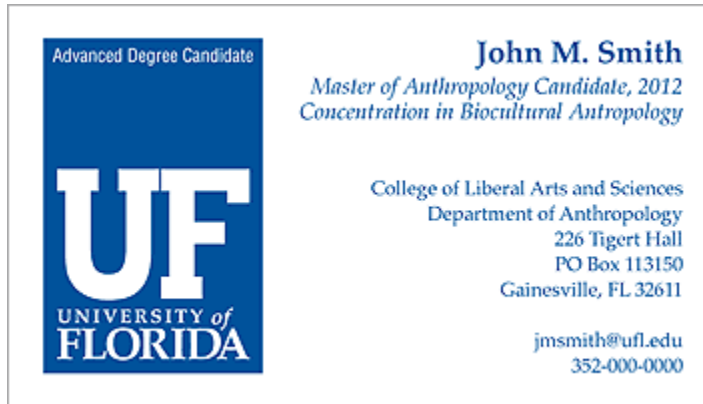
❖ GA Resources:

- **GatorGradCare:** Health insurance plan for Graduate Assistants <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>. GatorGradCare health insurance is available exclusively to Graduate Assistants, Teaching Assistants, and Research Assistants on appointment (.25 FTE or greater) at the University of Florida. Enrollment is not automatic. Plan participants must re-enroll by the enrollment deadline September 14 to continue coverage each academic year they are eligible for coverage.
- **Graduate Assistants United (GAU):** A labor union on campus that serves as the voice of graduate students employed as teaching and research assistants. <http://ufgau.org>
- **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 (ER) provided upon your return. Please contact the Travel Coordinator in FLG 300 for more information trsm-travel@hhp.ufl.edu. Travel forms are available on the department website.
 - Funding assistance application information from the Graduate School: <http://www.graduateschool.ufl.edu/prospective-students/funding/travel/>
- **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 fieldCriteria for the award:
 - Current student in TRSM in good standing
 - Sophomore standing or higher
 - Complete Professional Development Award Application

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.

❖ Advanced Degree Business Card Orders

- While students are not permitted to have the same business cards as faculty and staff, a distinct design is available for advanced degree candidates. Below is the only UF formatting option students are permitted to use:



- Correct address format 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. Business cards are not required by the department.
- Please receive department approval, by contacting the Graduate Program Assistant before submitting an order 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 Recreation, Parks, and Tourism or Sport Management).
- Special Pricing for Printing Orders/UF Purchasing
 - Print Vendors:
 1. 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
- 2. 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 project and be funded 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 positions are 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 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 extenuating circumstances, 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.
- 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.
- Grade Change Forms: These are NOT accessible online or to pick up anywhere. You must personally see the Graduate Program Assistant in FLG 330 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 to be 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 Box 118208
 - College Address: HHP PO Box 118200
- 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 any class-related copy or Scantron requests to the Department Assistant in FLG 330, 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
- ❖ 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.
- ❖ 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@hhp.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 for covering 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/graduate-life/student-life/>
- Graduate Teaching Assistant Awards: <http://www.graduateschool.ufl.edu/faculty--staff/awards/graduate-student-teaching-awards/>