Teaching Assistant/Teaching Fellow/
Instructional Assistant/Research Assistant

University of North Texas

CSE

Student Teaching Handbook

INTRODUCTION

Teaching can be one of the most rewarding experiences known to man. There is tremendous satisfaction in helping others understand difficult ideas and concepts and knowing that the knowledge that you pass along can make a difference in the future of your students.

Almost everyone can point to a teacher, maybe as far back as elementary school, whose instruction and personal interest made a significant difference in his or her life. For many, becoming a teaching fellow or teaching assistant is the first opportunity to be on the other side of the table. The experience can be exciting and gratifying. It can also be unnerving.

Proficient teaching is accomplished by the exercise of a myriad of skills and techniques. Teaching fellows and teaching assistants, especially new ones, often feel like they have been thrown into the front lines; hopes and expectations sometimes collide with reality that includes students who aren't well prepared and a schedule that doesn't allow you enough time to prepare.

This handbook doesn't promise to solve those problems. It does contain information that will help you in your job as a teaching fellow or assistant. It contains rules, regulations, and conventions that define and regulate your privileges and responsibilities as an employee of the university. This handbook also contains some tips to help you succeed! Remember, choose what works for you!
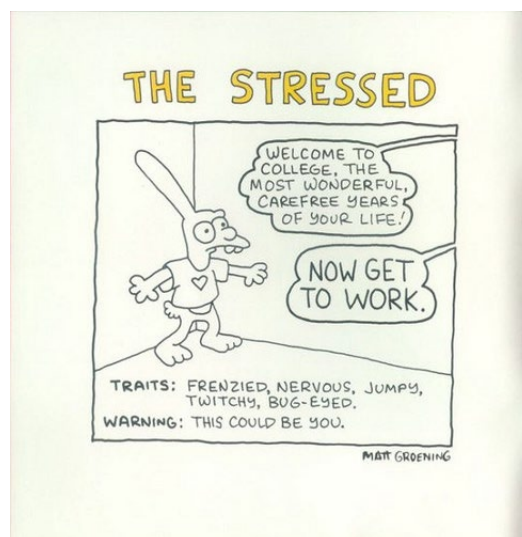
Who is a TF/TA/IA?

UNT defines a Teaching Fellow (TF) as a *graduate student* who assumes total responsibility for the instruction in one or more classes, and is responsible for giving grades. A Teaching Assistant (TA) assists a faculty member in a class or laboratory. An Instructional Assistant (IA) is traditionally a Master's student (although could be a PhD student as well) who will assist the instructor of record with completing assignment reviews in a timely manner. PLEASE NOTE: Most of the material in this handbook will apply to all three classifications, however if something applies to a specific group only, those will be indicated with a note to the side.

The CSE Department generally does not consider any student for employment if their GPA is below 3.50; we do not hire anyone whose GPA is below 3.30.

Schedule

Fall 2021	
August 23, 2021	First Day of Class
September 6, 2021	Labor Day – University Closed
November 25-26, 2021	Thanksgiving Break – University Closed
December 2, 2021	Last Day of Class
December 3, 2021	Reading Day (no classes)
December 4 – 10, 2021	Finals
December 13, 2021	Grades Due
December 24, 2021 – January 1, 2022	Winter Break – University Closed

Spring 2022	
January 18, 2022	First Day of Class
March 14- 18, 2022	Spring Break – (no classes)
May 5, 2022	Last Day of Class
May 6, 2022	Reading Day (no classes)
May 7-13, 2022	Finals
May 16, 2022	Grades Due

All student employees should plan vacations around their work schedule. If you anticipate working for the department in upcoming semesters, be aware that work starts the week before classes start and you should plan accordingly.

Orientation

Computer Science and Engineering conducts an orientation session at the beginning of each Academic Year, in the fall. Attendance is mandatory unless arrangements are made in advance to get the material that will be covered in orientation.

Payment

TF/TA

Salary is determined by the Department, provided it meets the guidelines set forth by the Grad School and the College of Engineering. Student Employees are paid on the first of the month for the previous month's work and are based off payroll dates, *not* academic dates.

Out-of-state tuition is waived for non-residents of Texas and international students who meet the eligibility criteria, which requires that you work 20 hours a week and spend more than half of that time working directly with students. The Employment Waiver is available on the TGS website and must be completed BEFORE EACH semester, no later than the 12th class date.

Paydays are October 1, November 1, December, and January 1 for the Fall Semester, and February 1, March 1, April 1, May 1, and June 1 for the Spring Semester. If the 1st of the month falls on a weekend or holiday, your payment will be available the first working day following payday.

All student employees should get direct deposit for paychecks; information about Direct Deposit, including instructions for setting it up is included at the back of this handbook.

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IAs

Hourly employees must submit timesheet hours in their my.untsystem.edu portal. Once entered, they will print the timesheet off or email it to the instructor for the class they are assigned to. Once the faculty/instructor approves the hours, the timesheet gets sent to CSE staff. This must be done **no later than** the 3rd **and** the 17th of each month! **You may NEVER work during your scheduled class times, even if one of your classes is cancelled.**

Hours worked between: Paid on

August 23 – August 31	September 16
September 1 – September 15	October 1
September 16 – September 30	October 16
October 1 – October 15	November 1
October 16 – October 31	November 16
November 1 – November 15	December 1
November 16 – November 30	December 16
December 1 – December 13	January 1

Pay days are the 1st and the 16th of each month for the period preceding the current payroll period but do not always line up with a work week, which is Monday through Sunday. You are permitted to work your designated number of hours between Monday through Sunday.

For example:

Work Week

August 23 – August 29th	20 hours
August 30 – September 5	20 hours (Aug 30 (4), Aug 31 (4)/Sept 1(4), Sept 2 (4), Sept 3 (4)

Your paycheck will only reflect the hours worked between the 1st through the 15th and the 16th through the 30th, so if you work 4 hours each day during the school week and nothing on weekends, your first check, on September 16th, will only cover 28 hours.

If the 1st or the 16th of the month falls on a weekend or holiday, your payment will be available the first working day following payday.

Besides getting a paycheck, there are other benefits to working as a TF, TA or IA in our department:

- ✓ Preparing to teach helps one learn more effectively; you will learn as much as the students in the class you are assigned to!

- ✓ You will become part of our Departmental family and benefit from direct interaction from faculty, staff, and your co-workers. You are also acting as a representative of our Department; please remember that when interacting with other units in the University. What you do reflects on our Department!

- ✓ Teaching experience is a valuable addition to your resume when beginning a job search!

- ✓ Out-of-state tuition waiver for non-residents and International Students!

- ✓ Office space (F232) and teaching supplies (F201) are provided for you. You will also have a mail slot in F221.

Expectations

Student assistants, whether you are a TF, TA, or IA are required to maintain a GPA of 3.30, continue making satisfactory academic progress towards the completion of your degree, as determined by your major professor, and perform to the satisfaction of the instructor(s) of the classes to which you are assigned. Your performance and eligibility will be reviewed at the end of the semester.

All new employees must complete I-9 verification prior to the 3rd day of employment; you will need to take your original documents to the Career Center for I-9 processing.

All international student employees must be reviewed by the International program for Intensive English Language proficiency. You must complete the test by the end of the first week of class, and provide your results to CSE Staff as soon as you receive them!

Employment is contingent upon funding and student enrollment.

All employees **must complete** the mandatory training, including: Anti-Bias and Cultural Awareness, UNT FERPA Training, Ethics and Standards of Conduct, and Annual Cybersecurity Awareness Training. Training can be found at training.unt.edu or by logging in to your my.untsystem.edu and clicking on the Learning Tab under Employee Resources. Failure to complete the training could result in your termination.

Meeting your Faculty

It is imperative that you reach out to the instructor teaching your course to discuss expectations and plan the semester. Some of the things to consider:

- ✓ Topics that will be covered in the semester. Make sure to get a copy of the syllabi and schedule.

- ✓ How to best use the textbook and any additional material you will need for the course.

- ✓ What responsibilities you will have for student evaluation and grading. This will include the relative weights of the various components of the course – homework, programs, tests, attendance, and class participation.

- ✓ The set-up of the help lab (F232).

- ✓ Specific prerequisites for the course you are helping with; do you need to review any prior material?

- ✓ Expectations regarding covering the class due to professor absence.

- ✓ Expectations regarding office hours and availability.

- ✓ Academic Integrity Policy.

Policy and Procedure

Office Supplies   If you need office supplies, you'll need to check in with office staff in F201. The copy machine requires a sign on and password that is specific to your class; the format is posted above the copy machine. If you have questions, don't hesitate to ask one of the office staff! If you need authorization to print directly from a USB or thumb drive, please email ceng.support@unt.edu, copying your course instructor.

Course Material   In general, a copy of the required course material is available for check-out with our Undergrad Admin Specialist, who manages the library.

Office Hours   Each TF/TA/IA will likely be asked to have office hours. Please work with your course instructor to set your office hours. Once you have chosen your office hours, you will send them to Miranda at Miranda.hogan@unt.edu. Office hours should not be changed once the department has advertised them to students.

Evaluations   Each TF/TA/IA will be evaluated by their faculty at the end of the semester for performance. TF's will also be evaluated by the students at the end of the semester. Details can be found in UNT policy 06.021, *Orientation, Supervision, and Evaluation of Academic Assistants.*

Attendance   Attendance may be included in the grading system, but the students must be notified in writing, via the syllabus, at the beginning of the semester. Please refer to UNT policy 06.039, *Student Attendance and Authorized Absences* for details.

Pre-Finals   New assignments should not be given during the seven days prior to finals week. No portion of the final exam should utilize material covered during the seven day period leading up to the final. For specific regulations, please refer to UNT policy 06.031, *Pre-Finals Days, Ready Day, and Final Examinations.*

Finals   Finals must be given during the time period scheduled by the University. See policy 06.031.

Final Grades   Final grades are posted the Monday after the week of finals.

Document Retention   Course work, including exams, assignments, and any other item that is used in determining the calculation of a student's final grade (to include attendance logs, if applicable) must be retained for 1 year AFTER the end of that academic semester. All items should be placed in an envelope and kept together and turned in to office staff at the end of the semester.

Grade Appeals	Any student who believes that a grade has been inequitably awarded should contact the instructor who awarded the grade and document an attempt to resolve the matter at that level. If they are not satisfied with the resolution, they must send a formal grade appeal request, which includes the correspondence and/or documentation from the instructor, within 10 days from the date grades are posted, to the Chair, copying the Administrative Coordinator. The Chair will ask the appeal committee to review all information and make a recommendation to the Chair before the Appeal deadline. The outcome and decision will be sent to the student within 35 days from the date the appeal was received. Refer to our website under the resources tab for information and to UNT policy 06. 040, *Grade Appeals.*
Academic Integrity	UNT Policy 06.003, *Student Academic Integrity* will address any question you might have about dealing with cheating. If you are a TA or IA, be sure to coordinate directly with the Instructor if you suspect cheating.
Privacy (FERPA)	Federal law mandates that all student education related information be kept private, including when using Canvas, Zoom, Teams or other virtual platforms and environments. You should have completed FERPA training and turned in a certificate of completion by now - if you haven't, **you need to do it *immediately***! Some Key points:

- Do not leave class lists or other papers with ID numbers or student specific information in the open. DO NOT THROW THEM IN THE TRASH. Place them in the secure disposal containers located in F201. Please make sure that all items have met record retention requirements before disposing of them; if you aren't sure, ask!
- Grades are private! Do not give grades to anyone other than the student personally. **This includes parents! Be aware of your surroundings.**

Conflict of Interest	Do not grade the paper or project of someone you have a close personal relationship with, such as a relative, friend, or roommate. Inform the instructor of the relationship and allow them to complete all items for that person.
Code of Conduct	You are not allowed to date a student for whom you have responsibility for assigning a grade.
	Do not make any suggestive or sexually ambiguous remarks to any student, staff member, or faculty member.
	Do not meet with a student privately in an office or classroom with the door closed.
	All students, regardless of program, level, gender, ethnicity, race, religion, or sexual preference will be treated fairly and equally. Any behaviors that disparage others will be reported to the Dean of Students and could result in immediate dismissal from the University or from your employment.
Conflict Resolution	All student issues should be coordinated with the instructor as a first resort, however if attempts are unsuccessful, or you have a particularly difficult student, reach out to our TF/TA/IA Coordinator, Dr. Song Fu.

Resources

If you need in a room that is locked in the CSE department, the following people have keys:

CSE Staff, and Lisa Martin (Dean's office)

- ➤ **UNT Policy Manual**

https://policy.unt.edu/policy-manual

- ➤ **FERPA 101: For Colleges and Universities**

https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities

- ➤ **FERPA and Virtual Learning During COVID-19**

https://studentprivacy.ed.gov/resources/ferpa-and-virtual-learning-during-covid-19

- ➤ **Teaching Resources**

https://tgs.unt.edu/new-current-students/assistantships-and-teaching-resources

- ➤ **Teaching Excellence Handbook**

https://teachingcommons.unt.edu/teaching-handbook

- ➤ **Graduate Student Teaching Excellence Program**

https://clear.unt.edu/programs-initiatives/gstep

- ➤ **CSE Website**

https://computerscience.engineering.unt.edu/

- ➤ **Eagle Student Support Center**

https://essc.unt.edu/

- ➤ **International Office**

http://international.unt.edu/

Contacts

Dr. Stephanie Ludi– Chair	Stephanie.Ludi@unt.edu
Shelby Ancira – Administrative Coordinator	Shelby.Ancira@unt.edu
Chance Newkirk– Sr. Admin Specialist (Ph.D.)	Chance.Newkirk@unt.edu
Samson Khan–Admin Specialist (Master)	Samson.khan@unt.edu
Miranda Hogan – Marketing Specialist	Miranda.hogan@unt.edu
Holly Stjernstrom-Sr. Admin Specialist	Holly.stjernstrom@unt.edu
Chido Kwande – Admin Specialist	chido.kwande@unt.edu
Alejandro Olvera – UG Lab Support	alejandro.olvera@unt.edu
Dr. Mark V. Albert– TF/TA/IA Coordinator	Mark.Albert@unt.edu@unt.edu
Computer Science and Engineering Main	cse@unt.edu
CSE Grad School Info	csegrad@unt.edu
College of Engineering IT Support	ceng.support@unt.edu
UNT Help Desk	helpdesk@unt.edu
UNT Police	unt.police@unt.edu
Toulouse Graduate School	tsgswebmaster@unt.eud
UNT International Office	internationaladvising@unt.edu

CSE Grade Appeal	CSEgradeappeal@unt.edu
UNT Dean of Students	deanofstudents@unt.edu

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SETTING UP DIRECT DEPOSIT

(only available after I've completed your payroll record/hiring)

✓ Go to my.untsystem.edu
✓ Log in using your EUID and system password
✓ Go to Payroll & Compensation:
  (you won't have this many options in your profile 😊)

✓ Click on Direct Deposit:

✓ You will then be taken to a link for 'Duo Multi-Factor Authentication Enrollment' and will be instructed to complete the enrollment and provide your bank information.

Notes

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I, _____, have received the CSE Student Employee Handbook and agree to abide by the terms set forth in the handbook. I understand that violations could result in my immediate termination.

Student ID:_____

Student Signature:_____

Date:_____

Staff Signature:_____