Orientation for Graduate Teaching Assistants

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Teaching Assistantship in times of Covid-19 pandemic

- All classes online until Sep 14
- Limited face-to-face sessions after Sep 14

COVID-19 Dashboard

←Return to the Fall 2020 Reopening Plan

This dashboard provides our community with transparent and timely data about the prevalence of COVID-19 within our campus, based on UMD testing. We are all working together to prevent the spread of coronavirus *4 Maryland*.

Overview

Overview | Details

KEEP TERPS SAFE - UMD COVID PUBLIC DASHBOARD

Tests for Week of 8/16/2020 - 8/22/2020	New Cases for Week of 8/16/2020 - 8/22/2020	Positivity Rate for UMD Administered Tests for Week of 8/16/2020 - 8/22/2020
3,832	**5**	**0.1%**
6,877 Cumulative tests since June 8th 2020	Determined by UMD Administered test, self reporting and state reporting of individuals who have physically been on the UMD campus within the past 14 days	

Relative Campus Density for Week of 8/16/2020 - 8/22/2020	Quarantine Bed Availability	Isolation Bed Availability
35%	**100%**	**87%**
Comparison based on last year's wireless device statistics for the same time period	No Symptoms but had close contact with someone who tested positive for COVID-19	Tested Positive for COVID-19

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https://umd.edu/covid-19-dashboard

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Requirements for Returning to Campus

Faculty/Staff

COVID-19 HEALTH AND SAFETY TRAINING & PLEDGE
(SPANISH)   (CREOLE)

COVID-19 TESTING

CONFIRM TEST RESULTS
(SPANISH)   (CREOLE)

DAILY SYMPTOM CHECK
(SPANISH)   (CREOLE)

Students

COVID-19 STUDENT TRAINING & PLEDGE

COVID-19 TESTING

CONFIRM TEST RESULTS

DAILY SYMPTOM CHECK

Resources

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RESEARCH

RETURN TO CAMPUS

SUPERVISOR REPORTS
(VPN ACCESS REQUIRED)

Wear a face covering.   Wash your hands and use hand sanitizer.   Stay at least 6 feet apart from others.   If you are sick, stay home and rest.

https://return.umd.edu/

Work safe, work smart

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Congratulations!

Now that you have received a graduate teaching assistantship, there are several topics that must be reviewed. In this orientation we will cover the following topics:

- ✓ **The Graduate Catalog**
- ✓ **Eligibility**
- ✓ **Sexual Harassment & Professional Conduct**
- ✓ **Scholarly Misconduct**

   And more!

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The Graduate Catalog

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The Graduate Catalog is your primary reference guide if you have questions regarding your assistantship.

Some of the important topics available are:

- Types of Graduate Assistantships

- Terms and Benefits

- Rights and Responsibilities

- Sexual Harassment/Non-Discrimination

- Grievance Procedures

Please review the catalog and bookmark the following link for your personal use:

https://academiccatalog.umd.edu/graduate/

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Eligibility for Graduate Assistantship

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To be eligible for graduate assistantship:

- ✓ You must be fully admitted to a graduate degree program.
- ✓ You must be enrolled as a full-time student during each semester you are working as a graduate assistant.
  - **9 +** credits in Fall/Spring semester
  - **6 +** credits in combined Summer sessions
- ✓ Maintain a minimum cumulative **3.0 GPA** and make progress towards degree completion.
- ✓ Maximum work hours may not exceed an average of 20 hours per week for a Full GTA.

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Eligibility requirements (continued)

- ✓ **You are required to perform your graduate assistantship duties satisfactorily to support blended instructional format during Covid19 constraints**

- ✓ **Maintain the standards of academic conduct.**

- ✓ **Honor the terms of your contract agreement.**

- ✓ **International Teaching Assistants must meet oral proficiency requirements:** International students must be assessed by the Maryland English Institute, and if necessary, may be required to take additional English courses (http://marylandenglishinstitute.com/wpdir/english-programs/international-teaching-assistants/)

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Sexual harassment & professional conduct

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Sexual harassment & professional conduct

- All UMD TAs are expected to be familiar with the University's policies on Sexual Harassment. They can be found at:

  http://www.president.umd.edu/policies/docs/vi120a.pdf .

- Consensual relationships between instructors and the students in their classes may raise serious ethical concerns about conflict of interest, even though penalties are not attached to such conduct. Such relationships MUST be reported to authorities to avoid disciplinary action. The full text of the University's Statement on Sexual Relationships and Professional Conduct can be found at the end of the University of Maryland Policy and Procedures on Sexual Harassment at:

  http://www.president.umd.edu/policies/vi120a.html

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Conduct and professional behavior

- In their interactions with students, faculty, and all other members of the university community, GAs are expected to conduct themselves with the same sensitivity and thoughtfulness that they expect to receive from others.
- The University Human Relations Code states that the University of Maryland affirms its commitment to a policy of eliminating discrimination on the basis of:
  - race, color, creed, national origin,
  - sex, sexual orientation, marital status,
  - personal appearance, age,
  - physical or mental disability,
  - political affiliation,
  - exercise of rights secured by the First Amendment of the United States Constitution.

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Scholarly Misconduct

UMD policy on scholarly misconduct

- Scholarly misconduct: **fabrication, falsification, plagiarism** or other misconduct in proposing, performing, reviewing, or reporting research and/or in connection with other scholarly or creative activities.

- Other terms such as **research fraud, scientific misconduct, or research misconduct** are subsumed within the term scholarly misconduct.

- does not include honest error or honest differences of opinion.

- Requires that there be a significant departure from accepted practices of the scholarly community for maintaining the integrity of the research or scholarly record; the misconduct must be **committed intentionally, or knowingly**, or in **reckless disregard of accepted practices**; and the allegation must be proven by a preponderance of relevant evidence.

- Full text of the UMD Policies and Procedures for Scholarly Misconduct can be found at: https://president.umd.edu/sites/president.umd.edu/files/documents/policies/III-110A.pdf

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What to do if you suspect scholarly misconduct?

- Inform the instructor of your suspicions.

- Keep any documentation that may be related to your suspicions.

- Any incident can be directly reported to the Office of Student Conduct:

    https://www.studentconduct.umd.edu/

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TA Expectations

- Support instructors in their teaching efforts
- Instructor is the TA's supervisor, not vice versa. TA is employed to support the instructor in the course. TA is responsible for delivering reasonable professional job expectations during blended instructional format
- Expected to adhere to the instructor's requests, unless those requests are considered to be unreasonable and outside the realm of expected teaching duties. In those instances, TAs are encouraged to approach the Graduate Office for assistance in dealing with those issues.
- Must be present at all times that are required for carrying out their duties. If they can not be present, they must make arrangements to have their duties covered by others. This may require working in conjunction with the instructor.
- Must be knowledgeable in the subject matter for the course they are supporting. (Otherwise, may require additional studies outside 20 hrs/week for which TA is supported. In this instance, the TA opportunity also becomes an "educational experience", rather than just "teaching duties").

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Examples of unacceptable situations in Teaching Assistantships

- Instructor requests more than an average of 20 hours/week of effort for teaching duties.
- Instructor requests a TA to work during a religious holiday.
- TA tells an instructor that they are not available after a certain time of the work day.
- TA tells an instructor they are not available for critical duties due to research commitments.
- TA tells an instructor how they will perform their teaching duties.
- TA engages in discussions with a student on matters that are not related to academic or professional development

GRAs working on research projects funded by grants are often also working on material directly related to their theses or dissertations. It is not unusual in such cases for grant work and personal work to merge and for the work time to consume far more than the usual 20-hour weekly average.

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Thank you!