Work Rules for Psychology Graduate Employees Teaching a Course or Lab Section

According to the Graduate Employees Organizing Committee (GEOC) contract, the Department needs to distribute a copy of our departmental work rules to all graduate employees. These rules spell out the Psychology Department’s standards for graduate employees and clarify the responsibilities of each graduate student who is a course or lab instructor. Every graduate employee teaching a course or lab is expected to read the rules carefully and to comply with them. Questions about the work rules should be directed to the Associate Chair who is also the Graduate Officer of the Department.

Provide the department with current information on how to reach you
- Keep your contact information current for the following: the professor (supervisor or mentor) who is associated with your teaching assignment, the graduate advisor (Alia Allen), the personnel specialist (Amy Martinez), and Pipeline.
- Keep your information current and updated. You must use your WSU AccessID as your email address for all correspondence with students in your classes and with the Psychology Department. Check it frequently, as you are responsible for all information sent to you by students, administrators, and/or the supervisor/mentor associated with your teaching assignment.

Attend all teaching orientation and training sessions
- In the first year of graduate school, all Psychology graduate students (including those who have non-GTA funding) must attend all of the departmental and Graduate School training sessions related to teaching. There may be other required training sessions as well.

Prepare for, be present and be on time for your assigned course section(s): lectures and labs must never be left unattended
- Your teaching assignment will involve preparation time, course delivery, grading, meetings with your supervisor or mentor, and office hours. The contractual time commitment for a GTA is 20 hours per week.
- Do not routinely end lecture or lab sections early. Fully utilize your entire class period. Failure to do so is robbing students of educational opportunities for which they have paid tuition.
- If you must be absent from a class or lab section for which you are responsible or must miss your posted office hours, notify the department of your absence and of your arrangement to cover the session as early as possible by emailing the Associate Chair and your faculty supervisor.
Be aware of and comply with University class and exam schedules. Do not schedule a final exam on the last day of class instead of the time scheduled during exam week (unless you have obtained authorization from the Dean to do so). Exam policies are listed at www.classschedule.wayne.edu, click on Calendars, then Final Exam Schedule, then the appropriate semester. Note: A final exam is a final exam whether it is cumulative or just covers the last section of the course.

Your duties for the semester do not end until all assignments are graded, the final exam is given and graded, and the final grades submitted. Your duties may extend beyond that time at your supervisor’s discretion, up until the last day of your GTA contract assignment.

Submit your syllabus and implement it with care
- Submit a copy of your syllabus to the Main Office by the first day of class.
- In developing your syllabus, carefully review and comply with the Department’s syllabus requirements (www.clas.wayne.edu/psychology, click Department Policies, UG Syllabus Content). Implement your syllabus as if it were a contract between you and your students. When there are student complaints, the department’s first step is to investigate whether the syllabus was implemented appropriately. It is essential to provide precise details about class assignments, due dates, grading policies, classroom rules, withdrawal policies, and under what circumstances you will allow make-up exams or late assignments.

Maintain the academic integrity of your classroom
- Cheating and plagiarism are serious problems that must be handled according to WSU’s Student Code of Conduct (see http://www.doso.wayne.edu/codeofconduct.pdf), with special attention to Section 10.1. Suspected cases of cheating and plagiarism should be reported to your faculty supervisor and the Associate Chair before taking any action.

Correct and return student work promptly
- Be consistent and fair in grading and when assigning points for attendance, course assignments, and exams.
- Keep accurate, current records of all points earned by students.
- Be prompt in returning written work and other performance evaluations to students.

Keep careful and accurate records of your students’ grades (and attendance, if relevant)
- Follow the directions and guidelines of your faculty supervisor.
- Adhere to the University’s grading system. The University grading system, including the grade of I (Incomplete) is explained on pages 39-40 of the Undergraduate Bulletin.
- Keep a backup of your grades. If your grades are maintained electronically (e.g., on Blackboard), maintain a current paper back-up of your grades as well.
- Final grades must be submitted via Pipeline within 72 hours after the final exam. If there is any reason that you cannot do this, clearly indicate that on Blackboard as well as in an email message to each student. You must also notify your supervisor/mentor and the Associate Chair if you do not submit final grades within the required time period.
- Adhere to University policy (http://reg.wayne.edu/students/policies.php) stating that students who fail to officially withdraw before Study Day of finals week should be given a grade of F and that grades of F also require submission of the student’s last day of attendance in the course.
• Keep all emails from each student for at least one year. If you are graduating in less than a year, please email them to psycharchives@wayne.edu and notify the Associate Chair that emails have been sent to that email address for your course name/number with the semester also specified.

Post your office hours and hold them each week
A minimum of 2 office hours must be scheduled and held each week as well as offering times by appointment for students who cannot make it to your posted office hours.

Maintain a professional manner with students at all times. You represent our profession, our Department, and the University.

Attend lectures, proctor exams, and complete other assigned duties as directed by your faculty supervisor.

Attend meetings as directed by your faculty supervisor.

Penalties and remediation
When a graduate student fails to comply with the work rules for graduate students teaching a course or lab section, a range of possible penalties and/or remediation steps may be imposed depending upon the seriousness and nature of the violation. Possible actions include (but are not limited to) scheduling an informal meeting with the Associate Chair, completing remediation activities in the department or through the Office for Teaching and Learning, developing a behavioral contract between the student and the department, being given low priority for future summer teaching assignments and/or low priority for teaching assignments in future years, or having the current GTA contract or other teaching contract terminated.