



SCHOOL OF COMMUNICATION

Illinois State University

Communication as Critical Inquiry

Fall 2018

GRADUATE TEACHING ASSISTANT HANDBOOK

Course Directors

Cheri J. Simonds, Ph.D.
John F. Hooker, Ph.D.

Table of Contents

Teaching	3
Travel	19
Technology.....	20
Operations.....	22
Facilities	28
Posting Materials.....	32



School of Communication

434 Fell Hall
Campus Box 4480
Normal, IL 61790-4480
Phone: (309) 438-3671
Fax: (309) 438-3048

Welcome Graduate Teaching Assistants:

Congratulations on being selected as members of our Communication as Critical Inquiry (COM 110) instructional staff. Together, we have the honor and responsibility of providing high quality instruction to every first-year student at Illinois State University as part of the inner core curriculum of the new General Education Program. The School of Communication is committed to excellence in teaching, and nowhere is that commitment more important to uphold than in our inner core courses. Each of you will play a vital role in the intellectual growth of our students. We welcome you to our community of Communication teacher/scholars, and we know you will dedicate yourself to excellence in teaching and learning.

Our GTA training and development program is designed to provide you with ongoing instructional training and support throughout your tenure with us. The purpose of this handbook is to introduce you to basic course administration policy and procedural information. Please review this information carefully, then sign and return to Dr. Simonds the acknowledgment form on the back page of the handbook. We look forward to working with you on both a professional and personal level and wish you the best of luck in your teaching and learning roles here at Illinois State University.

Best Regards,

Cheri J. Simonds, Ph.D.

John F. Hooker, Ph.D.

TEACHING

Teaching Assignment

During your first semester, you will be assigned to one section of Communication as Critical Inquiry (COM 110), for which you will have full classroom and grading responsibilities. During our initial training program you will be given information regarding the section, time, and room you will be teaching.

You will also be assigned to a peer mentor with whom you will be working with during the course of the semester. You will attend one of the mentor's classes and serve as an assistant instructor, while at the same time, have the opportunity to observe an experienced instructor in the classroom.

In addition, you will be assigned to five hours of a non-teaching assignment based on the needs of the school. These assignments include speech lab, assisting in large lecture courses, forensics, etc. More details of these assignments will be provided at training.

The following semesters, you will be assigned either two sections of COM 110 or one section in concert with a ten-hour non-teaching assignment.

GTA Training and Development Program

If you are a new Graduate Teaching Assistant for the School of Communication at ISU, you will continue your training in our seminar COM 392A08 (COM 392): Teaching Communication as Critical Inquiry. You will be expected to attend these professional development seminars conducted throughout the year. In addition, during your first semester, you will be participating in a peer mentor program where you will be attending/observing your peer mentor's class. You are expected to attend all of your peer mentor's class sessions. You will keep an attendance record of your participation/attendance in your peer mentor's class. You will also be responsible for making arrangements for an alternative assignment (speech lab or other observation) in the event you miss one of these classes.

Course Communication

Course directors will be in communication with GTAs regarding course issues via email on a regular basis. Please check your email often for course related "e-memos." To reduce the school's copying costs, memos will not be placed in individual instructor mailboxes.

Syllabi

Per College of Arts & Sciences policies, the School is required to keep a file copy of every class syllabus each semester. Syllabi are now posted on the School website by faculty uploading their syllabi to DigitalMeasures. It is each faculty member's responsibility to upload their syllabi no later than the first week of classes at the beginning of any semester.

Instructions on how to upload your syllabus to the College of Arts & Sciences database are available on the CAS-IT Training & Self Help webpage at <https://about.illinoisstate.edu/casit/Pages/Training.aspx>. If you are still experiencing problems please contact Nathan Carpenter at njcarpe@ilstu.edu or 309-438-5368.

Office, phone number, office hours, office location, email address, course number, and course title must be prominently displayed on the front page of each syllabus. Include grading, course requirements, and plagiarism policies.

The following "tag line" should be inserted in all course syllabi: ***"Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at StudentAccess.IllinoisState.edu."***

Other COM 110 standard syllabus requirements include the course goals and general education outcomes, IAI requirements, mental health resources, behavioral expectations policy, and SoC research pool. (See sample syllabi provided). The Illinois Articulation Initiative is designed to allow students to transfer course credit between institutions. The IAI requires that all COM 110 students present at least three speaking opportunities that include research and are at least five minutes in duration.

Office Hours

You need to establish and keep regular office hours. One and one-half hours per week, per class are the required amount of office hours for our GTAs. Try to schedule times that won't conflict with most students' courses, and stress that they should make appointments with you if they can't make your posted hours. Remind them when you are available for individual consultation, and no matter how great the temptation to skip them, always show up for your appointed hours. You may wish to conduct virtual office hours (but only in addition to regular office hours) where you make yourself available to students online at a given time.

You should meet with your students on course-related business only in your office space or appropriate on-campus locations (e.g., a conference room reserved for more privacy, Milner Library, or The Bone Student Center). Do not meet with your students in less formal locations (e.g., your place, their place, local bars) when you are conducting course-related meetings. This behavior could constitute a problem related to power differential, harassment, and questions of judgment that likely would not make you or your students comfortable.

You will report your office hours by logging into the Digital Measures platform and uploaded not later than the first week of classes at the beginning of any semester.

Your office hours will be posted on the school website. School of Communication phone numbers can be located in the e-Directory on the ISU intranet under the A-Z index or on the School of Communication Website on faculty/staff profiles. You may also add your current semester office hours on your profile page on Digital Measures.

Office Etiquette

Your offices are to be used for business purposes only. Please keep in mind that this is a public university space where faculty or students may enter at any time. All talk and conduct should be appropriate to a professional office environment. Please also be considerate of your office mates, as they may be working/studying in this space or meeting with students. All music should be played using earphones. All food should be discarded in

the trash cans outside of the office area, as these are the only ones that are taken out nightly.

You have a printer available for your COM 110 classroom use. *This printer is to be used solely for teaching purposes.* Please print all of your graduate class readings and papers from your own computers at home. Two ink cartridges will be provided for each semester and should be adequate to cover COM 110 needs. Once cartridges are empty, they will not be replaced. The cartridge will probably run out at a most inopportune time if it is not used appropriately.

The computers provided for you in your office are university property. Do not bring in any hardware from home, such as printers or routers to install on them as they are not to be used in this fashion.

The School of Communication Graduate Teaching Assistant Office FERPA Compliance Policy

Federal laws state that students' educational records are protected from being shared without their consent. However, there are certain exceptions. According to Illinois State University's policies regarding FERPA, "The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position...or assisting another school official in performing his or her tasks." Also, "Education records may be shared among University faculty and staff as necessary to carry out the responsibilities of their position. **However, take precautions to guarantee the security of the student data being shared.**"

The open space of the GTA offices often precludes private conversations and there is an occasional need to share protected information (e.g., peer mentees asking peer mentors for help when describing a struggling student and needing to give details about the student's academic performance). Therefore, people who are not employed by the School of Communication should **not** be in GTA offices (including the conference room/lounge in Fell 048). This is to avoid FERPA violations and protect both you as a GTA and the School of Communication.

Absence from Class/Office Hours/Other Duties

As a GTA, you are fulfilling a contractual obligation to serve an important teaching role in the classroom just like the full-time faculty members. In the event of an absence, faculty and GTAs are required to fill out a "*Faculty Notice of Absence from Scheduled Duties*" (PERS 943) form. The form must be filled out prior to an absence, if scheduled, and upon returning, if it is an unscheduled absence. The form must be reviewed and signed by the Executive Director or Graduate Coordinator. This form is located at <http://www.hr.ilstu.edu/downloads/PERS943.pdf>

You are also required to keep the office staff informed of arrangements you have made to cover classes or other obligations you have (e.g., administering exams). During your absence the office will receive several inquiries from your students, other faculty, etc., and they need to have appropriate information to answer questions. Do everything you can to make arrangements for a substitute. Typically, the best way to arrange this is through the cohort Facebook group. If for some reason you cannot find a substitute, please call the

School of Communication main office at 438-5898 or 438-3671 immediately. Please leave a voicemail with the information needed to post a notice on your classroom door if no one is available to answer. (Do not email one of the office staff, as they may be out of the office. If you find that you will be missing more than one class, you must talk with a Course Director so arrangements can be made to ensure that your class is covered satisfactorily. The school office also needs to know if you have guest lecturers to insure they have all their needs satisfied and questions answered related to parking, room numbers, class size, audiovisual needs, etc.

Situations in which GTAs miss teaching classes, holding office hours, or performing another assigned duty should be extremely rare, infrequent, **communicated, and approved beforehand with the appropriate supervisors**—and for reasonable explanations. Reasonable absences do NOT include missing duties for outside employment or consulting, travel unrelated to your GTA appointment or an approved personal emergency, or events that are optional or able to be rescheduled. In sum, we expect GTAs to teach each and every class for which they are being paid (and for which students are paying tuition), to **seek and receive permission from the Course Director(s) in a timely manner beforehand** whenever possible, and to file the **PERS 943** form when any discrepancies occur. In other words, you must both get **permission** and follow **procedures** anytime you are unable to meet your assigned duties. Failure to meet these performance expectations can result in the loss, termination, or non-renewal of an assistantship.

Please note that the term “work day” should not be included on any syllabus schedules for Com 110. Any class time devoted to students working on assignments should instead be termed “workshop day” and begin with a brief meeting with the instructor to establish objectives for the class period and an explanation of tasks that should be completed and submitted to the instructor by the end of that day’s class session. If the students need to leave the classroom to perform the tasks elsewhere (e.g., the library or a computer lab), make sure this is done after attendance is taken and they have been given the day’s assignment. A PERS 943 form is NOT necessary for this as long as you indicate on the classroom door where you will be accessible to students during the class time if not in the classroom (e.g., your office).

Non-Renewal of the Teaching Contract

According to University Policy, GTAs must remain in good academic standing (cumulative GPA of 3.0 or above), make satisfactory progress towards degree completion, maintain academic integrity in their own academic work, uphold applicable policies set by the Graduate School, School of Communication, and University, and be enrolled in the required number of credit hours (typically 9 credit hours in Fall and Spring, or 6 in Summer) in order for contracts to be renewed. Please note that in the first semester of the program, your cumulative and semester GPAs are identical. In addition to meeting this standard, GTAs must also meet the professional responsibilities and performance criteria expected by the School of Communication. The following paragraphs serve to explain those expectations:

It is part of the work and responsibility of teachers to make decisions in the moment, based on your best understanding of the circumstances. Consequently, you may occasionally make a decision or act in a way that you later regret or that leads to student dissatisfaction. Do not worry; there are ample opportunities for both you and your students to resolve conflict and learn from the experience. These everyday

"bumps" are to be expected and do not reflect negatively on you or your commitment to teaching. In the majority of instances some focused, reflective conversations with your peers and a Course Director will alleviate the problem. Always document any incident that you feel uncomfortable with and report it to a Course Director.

Sometimes, however, a situation will arise that indicates a GTA is not fulfilling her or his responsibilities as a representative of the School of Communication. These situations might include (but are not limited to) the following: cancellation of classes, failure to submit PERS 943 forms documenting absences in a timely manner, refusal to follow standardized expectations and assignments as established for the course in the student workbook, failure to maintain office hours, repeated absences in professional development seminars (COM 392), failure to meet non-teaching assignment responsibilities, acts of academic dishonesty, or violations of School of Communication, Graduate School, or University policies or applicable local, state or federal laws. In such cases, the GTA will be provided with notice and given an opportunity to respond, which does not have to be in person. In rare instances, the GTA may be suspended from his/her duties during the investigation. Based on the information and documentation of the situation, a decision about the GTA's status will be made by the Graduate Coordinator and Executive Director of the School of Communication.

Please see the Graduate School's *Graduate Assistant Handbook* and the School of Communication's *Graduate Student Handbook* for more detailed explanation, procedures, and policies concerning assistantship non-renewal, termination, and resignation.

Additional Instructor Responsibilities

You are expected to make every effort to get to your classroom five minutes early and leave the classroom at least five minutes before the next class starts. This will allow you to set an example for your students, and be able to begin instruction promptly. If you are habitually late, your students will follow your lead.

You are expected to manage your instructional time so that students are in your classroom for the entire allotted time period. Except for exam days, when some of your students will finish an exam early, you should prepare yourself adequately in order to utilize the entire time period of your class. Do not get in the habit of letting class out early. You are getting paid to teach for the entire class period, and they are paying tuition, so make sure you give them their money's worth! In addition, please do not give your students "research days" to complete out-of-class work during class time. The only exception to this case is if you and most of your fellow GTAs will be absent due to a regional or national communication conference (where it is difficult to get classes covered).

Finally, you are expected to return to campus the Thursday before classes begin each semester of your employment as a GTA for COM 110 re-orientation meetings and Critical Inquiry Colloquiums. Please make travel arrangements accordingly.

Record Keeping

The following information should be included in your grade book:

- Course Title and Section Number
- Semester
- Student's Name
- Absences (by dates)

- A grade for each graded assignment
- An indication of what each assignment is
- A grade for each exam
- Anything else that is used to compute a student's final grade

Prepare an online grade book "Key" so that you (and the Course Directors) will know what entries mean when they appear in your grade book. You are responsible for providing the Course Director with a copy of your grades from your grade book at the end of each semester. Students often contest grades during the semester breaks or even long after their TAs are away from ISU. A key that clearly explains how a grade was calculated can save all parties involved a lot of time and worry. You must turn in your final grade books/grades when you leave the university.

Class Roster/Class Overload Policies

A class roster will be made available via my.illinoisstate.edu during the first week of class; however, students may add and drop your class via computer through the 10th day of class. Since you can count on your enrollment numbers fluctuating until the second week of the semester, have students sign a roll sheet. COM 110 has an automatic enrollment cap of 23 students (although occasionally a few extra somehow get into the computer).

Throughout the first week, find out if any students are sitting in your class without being formally registered. If so, inform them that they must be formally registered in the course in order to attend. It may be the case that a student is enrolled in COM 110, but is sitting in the wrong room since we teach multiple sections at a given time. Please be sure that all students are enrolled in your particular section and in the right room.

Many students will ask you if you will sign an (override), "closed class card" (which permits the registration folks to override the 23 size maximum). GTAs are not authorized to sign closed class cards or any other form of registration request. Many students will have legitimate and/or creative reasons for why they should be allowed into your closed section. However, only course directors and/or the Executive Director, Dr. Stephen Hunt, are authorized to sign for an "override."

If you encounter classroom scheduling issues, or wish to change a scheduled classroom, please discuss the concern with the Associate Director, Dr. Pete Smudde, of the School of Communication. If you experience a time/room conflict due to Final Exam scheduling, you should contact Academic Scheduling at 309-438-2188.

Academic Progress Alert Grades

During the Fall and Spring semesters, Academic Progress Alert grades will be entered online by all faculty/GTAs who teach 100-level courses, through the my.illinoisstate.edu portal.

Grades

Grade collection at the end of the Fall, Spring, and Summer semesters will be entered online through the my.illinoisstate.edu portal on the Illinois State University website. Office staff may not submit grades. The grades are due on my.illinoisstate.edu the following Tuesday after the end of the semester at noon. This applies to the end of the Summer session in August as well.

If a faculty member fails to turn in their grades by the stated deadline each semester, "Grade Change" forms must be completed for each student, changing the grade from "NG" (no grade assigned) to the "A" through "F" letter grade. The Executive Director must sign these forms. The grade change forms will be taken to the University Registrar's office at Moulton Hall 107.

University Grading System

The University Undergraduate/Graduate catalogs contain descriptions of grading policies. Instructors assign a grade in each course for which the student is registered. The course instructor is responsible for correcting any error in grading. The grade point equivalents are: A = 4, B = 3, C = 2, D = 1, & 0 for all other grades. (The "0" value of F as well as WF is computed in the student's grade point average. The "0" value of grades I, AU, CR, CT, NC, WP and WX are not computed in the student's GPA.

University grades assigned for course work are: A = Excellent, B = Good, C = Satisfactory, D = Poor - but passing, & F = Failing - assigned to students who are (1) enrolled in a course all semester but fail to earn a passing grade or (2) who stop attending a class without officially withdrawing. Definitions of other grades are:

- WX Withdrawal — Assigned to students who officially withdraw from a course before the quality of work can be determined and before the dates specified in the withdrawal policy.
- WP Withdrawal Passing — Assigned to students who officially withdraw from a course and who are doing passing work at the time of withdrawal.
- WF Withdrawal Failing — Assigned to students who officially withdraw from a course and who are not doing passing work at the time of withdrawal.
- I — Incomplete. See policy for "incomplete" grade below.
- AU — Audit
- CR Credit — Assigned to students who do satisfactory work in a course which is offered on a Credit/No Credit basis only.
- CT Credit — Assigned to students who earn an A, B, or C in a course which they have elected to take under the Credit/No Credit option. Also referred to as Pass/Fail option.
- NC No Credit — Assigned to students who (1) do not do satisfactory work in a course which is offered on a Credit/No Credit (CT/NC) basis only and to students (2) who do not earn an A, B, or C grade in a course that they have elected to take under the Credit/No Credit (CT/NC) option.

Incomplete Grade Policy

Incomplete grades will be given in COM 110 only in extreme circumstances and MUST be approved by a Course Director. An Incomplete ("I") will be assigned to a student who is doing passing work but finds it impossible because of reasons beyond his or her control (such as illness) to complete the required work by the end of the term. The student must have attended class to within 3 weeks of the close of the semester or to within 1 week of the close of the summer session. The instructor may specify the time by which the required work must be completed, which may be no later than the final class day of the corresponding term of the following academic year. For graduating students, an incomplete grade must be removed at least 6 weeks before December or May commencement or 2 weeks before August graduation. An incomplete cannot be granted for a student with a failing performance in course work.

When the Incomplete is assigned, the faculty member and the executor director must sign an Incomplete Grade Permit form. The form will specify the date by which the work must be completed, the default grade (A, B, C, D, or F) that will be assigned if the work is not completed by the specified date, and the nature of the required work to be completed. It will be the instructor's responsibility to follow through with the necessary procedures for the student to complete the grade. If you are leaving campus for a scheduled semester break (i.e., Thanksgiving or spring) or are not returning, you are responsible for providing all documentation to a Course Director to complete the process, including a full gradebook record for the student.

Once the student has completed the missing work, the instructor must file a Grade Change form indicating that the "I" should be changed to the appropriate letter grade. If the instructor fails to file the appropriate grade change form by the specified date, the Incomplete will lapse to the default grade specified.

Grading. This is your responsibility. Be fair and consistent.

All sections of COM 110 will be graded using a point system in which final letter grades will translate on a percentage scale (e.g., 90% - 100% = A; 80% - 89% = B; 70 - 79% = C, etc.). Put this information on your syllabus. Do not change your scale during the semester once it is established. Students have the right to know from the outset what scale will be used to calculate their grade. For major presentations, all students will be graded using the published criteria for the course.

The School of Communication does not have a grade quota for any of the basic courses, although the university "expects" a 2.5-2.9 class grade-point average. Class GPAs (a.k.a. "Mark Summaries") will be kept on file by the upper administration as part of the School's assessment profile.

Communicating with Students about Grades

Posting and emailing of grades violates federal regulations. To do so, faculty members must have written authorization from the student and use a unique code identifier created by the student that does not contain a sequence of numbers identical to all or a portion of that individual's social security number or their University Identification Number (UID).

The Family Education Rights and Privacy Act (FERPA) of 1974 prohibits the dissemination of grades to students via email or over the telephone. Third parties may not have access to student records unless there is a signed release form on file from the student with the university registrar's office.

Faculty may distribute grades to students through ReggieNet's grade book function or the College of Arts & Sciences intranet.

Examinations

In COM 110, students will take a midterm exam and a final exam. These exams should be taken in the assigned classroom with the instructor present. If the instructor has to miss the exam day, he/she should try to find another COM 110 instructor to proctor the exam. Exams in COM 110 should in no circumstances be given online. This approach prevents testing fraud and protects the integrity of the shared test bank.

The university sets the date and time for your final exams. This schedule is not negotiable. In other words, you may not give final exams during the final class period. Guidelines for student problems related to taking final exams are distributed by the university. You must be present and meet your class during the final examination period. It is a COM 110 requirement that you give an actual final exam during this period. Please do not make arrangements to leave town before your final examination period.

Make-up Examinations

When a student is unable to take a regularly scheduled exam on the established date, it is the faculty member's responsibility to make the arrangements with the student(s) to complete the missed examination. Office staff will place the exam in a secured area but cannot leave the office unattended to escort student(s) to the testing area.

Return of Student Assignments

Confidentiality of student records, fire code violations, and the Americans with Disabilities Act prevent the practice of keeping boxes of student papers, notebooks, or other materials outside faculty offices. There is also the chance of students taking another's work and plagiarizing materials when they are left in public spaces.

After class projects are completed, please ask the students to retrieve them before the end of the semester. Please do not leave projects in the School's main office for students. You are required to grade all COM 110 portfolios before the scheduled final exam and return them to students at that time. You are required to keep any unclaimed COM 110 portfolios for one year. If a student or Course Director requests the portfolio during that time, you will be responsible for providing the portfolio (paying all costs associated with mailing and shipping the materials).

Posting Student Grades

In keeping with the university's movement away from Social Security account numbers as identifiers, the school expects posting of grades to include written authorization from the student and the use of a unique code identifier created by the student that does not contain a sequence of numbers identical to all or a portion of that individual's Social Security account number or their University Identification Number (UID).

Instructor/Course/Evaluations

All COM 110 GTAs will conduct midterm and end-of-term course evaluations for each of their sections during the first semester of teaching. Only end-of-term evaluations will be conducted in subsequent semesters. Packets (with detailed instructions) for these evaluations will be provided in the mailroom just prior to the evaluation period. The Course Directors will retain a copy of these evaluations for their files. All evaluation information in your files will remain confidential, unless you request one of the Course Directors to use this information for future job recommendation purposes.

All first year GTAs will also be observed in the classroom by a Course Director or trained peer mentor and be provided the opportunity to receive feedback on teaching. More specific details of this evaluation process will be provided later in the semester.

Academic Support Services to ISU Students

Accommodations: The Office of Student Access and Accommodation Services is located in 350 Fell Hall, and the phone number is (309) 438-5853. Services available include the following:

- Test proctoring service
- Services to the blind/visually impaired
- Services to the deaf/hearing impaired
- Services to the learning disabled
- Readers, note takers, interpreters, and other aids
- Consulting on classroom or course adaptations, special equipment and teaching techniques
- Tutorial services

During the first days/weeks of class, you may have a student who comes to you to discuss a disability. It is always the student's responsibility to "self-identify" with the office of Student Access and Accommodation Services for any special needs or considerations. The students will then be given an identification card. The students must present the card to the instructor and inform him/her the particular needs he/she has. It is always the instructor's responsibility to accommodate such needs.

Honors: Sometime during the first week of class, students may approach you requesting to take COM 110 for honors credit. There are a couple options available. Please discuss these with a Course Director if you should receive such a request. In the event that a student wants to receive honors credit, the student will be responsible for taking care of the paperwork (i.e., contract) with the Honors Office and submitting them for your approval.

The Julia N. Visor Academic Center: The Julia N. Visor Academic Center offers help to students in many academic areas, including study skills, writing, taking exams, etc. The Center is located in 012 Vrooman Hall. Appointments may be scheduled by phoning (309) 438-7100 or emailing VisorCenter@IllinoisState.edu. Here is a link to the website: <http://universitycollege.illinoisstate.edu/about/visor/>

School of Communication Speech Lab: The speech lab office is located in 032 Fell Hall. Labs 034 and 036 are available for students to video-record a practice session of their speech with constructive feedback from a trained staff member (GTAs). The telephone number for the speech lab is (309) 438-4566. More details of speech lab services will be provided at training.

Student Problems: Conflict

You will head off many if not most problems by making course rules and policies clear from the start (putting them in the syllabus) and sticking to them. Our professional development seminars and mentoring program will provide new GTAs with support and resources for dealing with unexpected problems and challenges. The most important thing to remember is that you have a community of colleagues and Course Directors to turn to for advice and support. Use these resources.

Deal with conflict outside of class. Don't allow a student to put you on the defensive in front of other students. You need time and clear thoughts to handle conflict. Public "power plays" generally create a no-win situation for everyone. Consider providing students with the

proper channels for disputing grades or course policies (see the *Evaluation Challenge Form* in the spiral book).

Arrange to have another GTA (or a faculty member) in the office when you meet with a student with whom you are experiencing some conflict. This may prevent the student from making any false accusations about you. You will also feel more confident regarding your own personal safety. Again, document the outcome of the meeting.

If you cannot resolve a problem with a student, you and your student do have recourse. You should set up an appointment with a Course Director. It is the Director's responsibility to see that the basic courses are administered effectively. Resolving conflict between GTAs and students is one of the duties. If the Course Director cannot resolve the problem, then we will continue through the lines of authority until resolution is achieved. Students may, at any time, contact the school's academic advisor or the Student Conduct and Conflict Resolution (SCCR) for assistance in resolving problems with instructors. Should you be contacted by a representative of SCCR, recognize that office as a professional entity, but do not assume that personnel from that office have supervisory authority over you. See one of the Course Directors if you have any questions about this process.

If for some reason you feel it necessary to ask a student to leave your classroom due to extreme disruption, you may do so. If the student refuses, you may call university security to have the student removed. University Police may be contacted at (309) 438-8631. According to university policy, the student may return the next class period and remain in class until the matter has been settled with SCCR. You will want to document such incidents and report them to a Course Director immediately. A Course Director will, in turn, assist you in reporting the incident to SCCR which is located in 120 Student Services Building. This office may be reached at 438-8621 or through e-mail at StudentConductAndConflictResolution@ilstu.edu

Student Problems: Academic Dishonesty

Cheating/Plagiarism may be a problem especially with plagiarized speeches or portfolio assignments (artifacts). Plagiarism will be discussed within the chapter on ethical communication and should be defined for the students at the beginning of the course. Make sure that they know that using some else's work without due credit constitutes plagiarism (e.g., unauthorized and unacknowledged collaboration on a given speech). Be especially clear in explaining this. Give some examples of "innocent" (i.e., didn't know any better than to do it) plagiarism. Once you have done so, you may also want to explain the penalty for plagiarism (likely an automatic "F" on the paper/speech in question, possibly flunking the course, and/or expulsion from the university). If you have reason to suspect a student of cheating/plagiarism, **do not confront the student; instead, contact** one of the Course Directors. We will follow the university guidelines on all matters related to questions of academic misconduct. You should be aware that the burden of proof is on you, the instructor, to produce evidence of a student's misconduct. So, if you suspect cheating or plagiarism, do document it. Make a photocopy of a suspected paper, exam, etc. This will protect both you and the student. You are always required to report instances of plagiarism to Student Conduct and Conflict Resolution (SCCR) whether you are able to resolve the issue with the student or not. The form for this is located here: www.deanofstudents.ilstu.edu/downloads/AcademicIntegrityReferralPacketforweb.doc

Student Conduct and Conflict Resolution (SCCR) is a part of the Dean of Students Office. The Dean of Students Office oversees:

- Student Conduct/Discipline,
- Conflict Resolution/Mediation,
- Off-campus Services
- Student Legal Services

Student Problems: Emergencies

As instructors, you need to exercise mature judgment regarding your students' well-being. A few pointers follow.

Medical and other emergencies: Locate the nearest office in the building in which you teach before the first day of class. This way you can go there (or direct a responsible student there) in case of an emergency. Offices have telephones and personnel who can aid you in reaching appropriate agencies (e.g., the health service, ambulance, and campus police).

Psychological emergencies: Remember that you are not a trained counselor. We do have a psychological counseling referral service available at ISU. This service is free of charge to ISU students. While there is usually a waiting list for regular counseling, any emergency will be given priority and a kind of "intervention" can be arranged. You may wish to talk to a counselor if you are unsure how to respond to a student, or if you are concerned about a student. The Telephone Number for the ISU Counseling Services is 438-3655.

Classroom safety: Don't let students bring things (e.g., controlled substances, animals, weapons, etc.) to class that could harm themselves or others. You must help your students exercise good judgment. All ISU buildings are smoke-free and as of July 1, 2015, the whole campus and the quad is smoke-free and tobacco-free also.

If a student tells you she/he is ill (non-emergency) and asks to leave, use your good sense. Do check to see if the student needs help. If in doubt, err on the side of compassion.

Sometimes being a successful student requires assistance, which may range from a compassionate listening ear or a service at Illinois State University established to help students work through difficult times. This guide serves as a resource to help faculty, staff and administration determine which office on campus can assist students in need. Do not hesitate to contact these offices with your questions or concerns related to helping students get help.

Student Situation:

- Communication reflects suicidal thoughts

Contact:

Dean of Students: Dean on Duty & Critical Incident Response Team (CIRT). Staff in the Dean of Students Office serve in a 24/7 on-call rotation on CIRT.

(309) 438-2008

Bone Student Center, Room 144

DeanofStudents@IllinoisState.edu

Student Counseling Services; Counselor on Call

(309) 438-3655

If emergency is outside normal weekday business hours, please call the number above and press the option "2" to speak to a counselor immediately. The counselor will provide information, support, referrals, and if needed, will arrange for emergency services.

Student Services Building, Room 320
Counseling@IllinoisState.edu

Immediate Danger
Illinois State University Police Department
9-1-1
Nelson Smith Building, Room 320
<http://police.illinoisstate.edu/>

Student Situation:

- Communication indicates a loss of touch with reality
- Communication reflects sexual assault, relationship violence, or difficulty in dealing with a death of a loved one

Contact:
Student Counseling Services; Counselor on Call
(309) 438-3655
Student Services Building, Room 320
Counseling@IllinoisState.edu
<http://counseling.illinoisstate.edu/>

Student Situation:

- Has not attended class for an extended period of time
- Is overwhelmed by a problem with the University
- Is debilitated or overwhelmed by a family emergency

Contact:
Dean of Students: Dean on Duty
(309) 438-2008
Bone Student Center, Room 144
DeanofStudents@IllinoisState.edu

Student Situation:

- Substantially impairs, interferes with, or obstructs orderly processes and functions of the University
- Deliberately interferes with instruction
- Is lewd or indecent

Contact:
Student Conduct and Conflict Resolution
(309) 428-8621
Student Services Building, Room 120
StudentConductAndConflictResolution@ilstu.edu

Student Situation:

- Does something significantly out of character
- Acts peculiar and causes alarm
- Displays unhealthy or dangerous patterns of behavior

Contact:
Redbird Care Team
(309) 438-5451
Complete online Redbird Care Team Concerned Person Report at
<http://studentaffairs.illinoisstate.edu/who/safety/rct-form.php>

Student Situation:

- Threatens the safety of self or others
- Acts in frightening or threatening manner
- Refuses to leave the classroom after being asked to leave
- Reports or initiates a threat or bomb scare

Contact:
Illinois State University Police Department
9-1-1
Non-emergency: (309) 438-8631
Nelson Smith Building, Room 320

<http://police.illinoisstate.edu/>

Note: Regardless of the situation, contact any of the offices for support or information. See <http://studentaffairs.illinoisstate.edu/who/safety/rct.php>

Consensual Relations Inside and Outside the Instructional Context

Illinois State University employees are expected to be aware of their responsibility to avoid apparent or actual conflict of interest, favoritism, or bias in their relationships with other members of the University community.

This policy is applicable to all members of the university community who are not already covered by the Faculty Code of Ethics or by the Code of Conduct for Faculty Associates at <http://policy.illinoisstate.edu/employee/3-1-44.shtml>. Those covered by those documents should refer to that document for their related ethical obligations. In addition, this conflict of interest policy is distinct from the Family Relationships policy.

University staff members have an ethical obligation to refrain from establishing and/or maintaining personal, consensual relationships that constitute conflicts of interest. A conflict of interest for purposes of this policy is defined as a power differential existing in a relationship such that an individual evaluates or supervises another individual with whom he or she has an amorous or sexual relationship.

Policy

If a University employee enters into or already is involved in a relationship that constitutes a conflict of interest, the employee must take steps to eliminate the conflict. Where a conflict of interest exists or may exist, with the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the University or to either party in the relationship. These arrangements should be written with both parties agreeing to the terms.

If the person with the power or status advantage does not report the relationship to his or her immediate supervisor, the individual can be subject to sanction by the supervisor. Grievance procedures are explained in the Administrative/Professional Handbook, the Civil Service Handbook, and the Student Handbook, the ASPT Handbook, and the University Policies & Procedures website.

Advisory Comments

University employees should be aware that, due to the subtle yet powerful element of coercion that may exist even in apparently consensual relationships, such relationships are particularly vulnerable to charges of sexual harassment. Individuals entering into consensual relationships in the condition of a power differential among the parties must be aware that: A) the reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential; B) where power differentials exist, even if a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and C) it is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability. If an allegation of sexual harassment is made, even in the case of a relationship that has been mediated through the procedures outlined under the section "Policy," it will be investigated in accord with established University procedures for handling sexual harassment complaints. The policy can be found at <http://www.policy.ilstu.edu/conduct/1-21-1.shtml>.

Sexual Harassment Policy

Illinois State University fosters a campus environment that recognizes individual and cultural differences and is strongly committed to the ethical and legal principle that each member of the University community enjoys academic freedom and all members of the university have a constitutional right to free speech. The right of free expression and the open exchange of ideas and views are essential, especially in a learning environment. Illinois State University vigorously upholds these freedoms. However, the value of free expression may be undermined by certain acts of harassment as defined below. Such harassment may result in the loss of self-esteem for the victim and the deterioration of a quality classroom, social, or work environment and therefore will not be tolerated.

This policy establishes uniform guidelines and procedures for addressing all forms of harassment applicable to all students, faculty, and staff.

As members of the university community, students, faculty, administrators and staff have the responsibility to respect and not violate the rights of others and to show tolerance for opinions that differ from their own. However, nothing in this policy prohibits appropriate admonition, argument and correction by a teacher in the conduct of his/her professional responsibility in the interest of maintaining order, upholding standards, stimulating thought or promoting competence. Such action is, by definition, not a violation of this policy. Likewise, nothing in this policy precludes management's inherent authority to plan, direct and evaluate the activities of other organizational members in accordance with sound management principles and directives, including communicating, training, and disciplining employees.

Harassment based upon race, color, religion, sex (including sexual harassment) national origin, age, disability, sexual orientation, or veteran status is a form of discrimination in violation of the law and will not be tolerated. Retaliation against any person alleging

harassment or exercising their legal right to have their allegation investigated (either internally or externally) is prohibited both by law and this policy and will not be tolerated.

All students, faculty and staff are expected to adhere to this university policy and will be held accountable for violating it. Illinois State University will respond promptly to all complaints of harassment and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Disciplinary action for violations of this policy is the responsibility of the Illinois State University Office of Human Resources or other appropriate administrative body; for students, the responsibility lies with the Dean of Students Office.

Definitions

Harassment is uninvited and unwelcome verbal or physical conduct directed at a person because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or group affiliation that is either of the following:

Quid Pro Quo Harassment

Consists of unwelcome conduct when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic advancement or receipt of a university service, and
- A tangible employment, academic or provision of services action results from the person's failure or refusal to submit to such conduct.

Hostile Environment Harassment

Consists of unwelcome conduct when:

- Such conduct has the effect of unreasonably interfering with an individual's work or academic performance, thereby creating an intimidating, hostile or offensive working or learning environment, and
- Such conduct is so objectively and subjectively offensive as to alter the conditions of the person's employment or academic advancement (conduct that a reasonable person would find hostile or abusive and one that the Victim does in fact perceive to be so).
- Hostile environment harassment is usually repeated and unwanted behavior, although a sufficiently serious, isolated incident may constitute harassment.
- Retaliation is conduct intended as interference, coercion, restraint or reprisal upon or against a Complainant of prohibited harassment or one participating in the complaint resolution process.
- The "Complainant" is the party asserting an allegation of prohibited harassment is asserted.
- A "Respondent" is a party against whom an allegation of prohibited harassment is asserted.

Any student faculty member, or staff employee, who believes he or she is the victim of sexual harassment, should report the incident promptly in the manner most comfortable to him or her. The Grievance Procedures list the various ways to file a complaint.

Note: Sexual harassment does not include verbal expression or written material that is relevant to course subject matter or curriculum, and this policy shall not abridge academic freedom or Illinois State University's educational mission.

The Sexual Harassment policy can be viewed in its entirety at <http://policy.illinoisstate.edu/conduct/1-2-1.shtml>.

TRAVEL

Travel Guidelines for Graduate Teaching Assistants

In order to procure money from the School of Communication for travel, graduate teaching assistants (GTAs) must follow these guidelines:

- Submit an encumbrance form to the Graduate Coordinator (by **October 15** for NCA or **March 10** for CSCA) Students who do not submit an encumbrance form by this deadline may not be reimbursed.
- Register for the conference early enough to receive the discounted rate.
- Work at least 2 hours in the Communication Resource Center to sell Workbooks (if not already assigned speech lab).
- Provide conference reimbursement documents (See Policy below).

GTAs who satisfy these criteria will be eligible for reimbursement from the School for one conference (National Communication Association). Specifically, GTAs may be reimbursed up to \$600 if they present at NCA. GTAs may be reimbursed up to \$400 if they are not presenting but wish to attend. All reimbursements are contingent upon available funding (amount of funds may change yearly due to location/expense of conferences). In addition, if GTAs satisfying the criteria above do not attend NCA but attend the Central States Communication Association regional conference (CSCA), if the Graduate Student Association does not already provide funding, GTAs may be eligible for reimbursement up to \$300 for presenters and \$150 for non-presenters. Given that this travel typically relies on proceeds generated from the sale of the COM 110 supplementary materials packet (spiral), only GTAs currently teaching COM 110 receive priority eligibility for these funds.

Conference Reimbursement Documentation Policy

Reimbursement for graduate student travel to academic conferences (e.g., NCA or CSCA) is dependent upon the graduate student being able to provide the Graduate Coordinator documentation that the student attended at least one conference session on each non-travel day and attended at least one session on the basic communication course.

Any day of the trip, other than a day of travel, should be spent attending at least one academic session at the conference.

If the student is presenting during a session, that will count as a session attended. The student must attend at least one session about the basic communication course, which could be the basic course business meeting.

Documentation for sessions attended (where the student is not presenting) will, at a minimum, take the form of an itemized list of all sessions attended that would be turned in along with the Travel Voucher.

Additional documentation could include one or more of the following: the business card of a session presenter, notes taken during the session, copies of papers collected during the session, business meeting agendas and/or minutes, the signature of a session presenter, or photos of the session.

Verification of attendance by an ISU graduate faculty member who was also in attendance can serve as additional documentation. Please note that the responsibility lies with the student, not the faculty member, to provide such verification. Be sure to grab a signature from the faculty member as students cannot rely on faculty to remember and report attendance.

Travel Vouchers

The purpose of the travel voucher is to reimburse **University Employees** in whole or part per School guidelines for travel expenses related to university business (e.g. conferences, student supervision, etc.). It is the responsibility of the traveler to complete the travel voucher. Instructions for completing travel vouchers are at the following link: <http://travel.illinoisstate.edu/reimbursements/>. On the left side of the webpage are the various topics with more detailed instructions about mileage, per diem, lodging, etc. Receipts from professional or departmental travel must be submitted not more than 30 days from the date of travel in order to insure reimbursement and to avoid income tax penalties charged after 60 days. The 60-day IRS clock begins the day that the traveler returns home to headquarters and ends the day the Comptroller's Office receives the travel voucher.

For all professional, internship, student teacher, and instructional travel, submit your completed travel voucher, (available electronically) on the Comptroller's website, your receipts and any additional supporting documentation to Patty Franz. This form is available at the following link at <http://travel.illinoisstate.edu/forms/>. This form changes usually in mid-fiscal year, so make sure that you are using the most current form. The office staff will process your completed voucher and receipts for reimbursement based on budgeted resources and guidelines. Vouchers that are filled out incorrectly will be returned to the traveler(s) to revise and re-submit. It is the traveler's responsibility to include all relevant supporting documentation (hotel folio, conference agenda if presenting at a panel, airline ticket purchase receipts, baggage receipts, car rental receipts, credit card receipts, parking receipts, tollway receipts). Failure to include all documentation will delay processing of your reimbursements. You may be contacted via email or phone from the Travel area of the Comptroller's Office if there is something on your voucher that needs further clarification.

Include registration costs on the travel voucher and provide receipts.

TECHNOLOGY

Classroom Technology

Classrooms in Fell Hall are equipped with a projector, speakers, and instructor's station, and laptop connection. Most classrooms are also equipped with a document reader. It is your

responsibility to familiarize yourself with the equipment available in your classroom ahead of time.

Classroom technology issues should be reported to Learning Spaces and Audio/Visual Technologies (LSAVT) by calling 8-7412. Each classroom is equipped with a phone at the instructor station to submit these requests. More information about LSAVT can be found at <http://academictechnologies.illinoisstate.edu/learningspaces/>

GTA Office Technology

Computers in the GTA office are provided for those that request them. Due to infrastructure limitations, some computers may not have internet/network access. You may use your personal computer if you wish but ISU licensed software may only be installed on ISU owned computers. Those using personal or ISU owned computers are required to comply to related I.T. policy as outlined at <http://policy.illinoisstate.edu/technology/9-2.shtml>.

Please report any technology problems to the Information Technology office by submitting a Help Desk ticket at <http://ithelp.ilstu.edu>. Nathan Carpenter, Director of Convergent Media will respond to these problems as time allows. If you are unable to access the above link, please call the Help Desk to report your IT issue at 309-438-HELP (4357).

ISU owned computers should be treated as "public access" computers. Personal information, student records, or other information sensitive files should not be stored directly on any GTA office computer. More secure means should be used for these types of files such as your university provided Datastore account or your Reggie Net course site.

Printing in the GTA office is provided for teaching related needs only. Do not print materials relating to the courses you are taking or your thesis.

Equipment in the GTA offices may not be moved without the prior approval of Nathan Carpenter, Director of Convergent Media.

Additional software may not be installed without prior approval of Nathan Carpenter, Director of Convergent Media

Requests to move equipment or install software can be made by making a request at <http://ithelp.ilstu.edu>

Speech Lab Equipment

The recording devices in the speech lab are to be used for students wanting to record their practice speeches for self-evaluation and their make-up speeches for instructors. The students should provide their own SD memory cards for this process. If students are giving make-up speeches, they should also have one of their audience members video-record the speech (cellphone, tablet, etc.) as a backup to the SD card. Detailed directions on how to operate the equipment can be found in each speech lab.

Please report any Speech Lab technology issues by submitting an IT request at <http://ithelp.ilstu.edu>

Check Out Equipment

Classrooms designated as "Smart Classrooms" are supported by Learning Spaces and Audio/Visual Technologies. For assistance with any of the equipment, including clickers, call 438-7412. Also, contact Learning Spaces and Audio/Visual Technologies to check out a TV/DVD/VCR for classroom use. You can contact them at <http://academictechnologies.illinoisstate.edu/learningspaces/>

Faculty may check out laptops, computer/projector carts and digital cameras, based on availability, through the Director of Convergent Media.

If a student requires the use of a TV, DVD, VCR, laptop or projector, the request must come from the student's instructor. Equipment may not be checked out by a student.

Anyone who checks out equipment is responsible for caring for it while in their possession and returning the equipment by either the designated date or in a timely fashion. The borrower is also responsible for damage caused to the equipment.

Computer Labs

The School of Communication manages teaching labs, Fell 052 (Mac), Fell 102 (Mac), and Fell 108 (Windows).

Our computer labs hold open lab times which are posted outside each lab. Classes may occasionally be scheduled during open lab times, depending on demand. Reservations are required to use computer labs. Please submit your requests 48 hours in advance to ensure that the lab will meet your needs. Lab reservations are granted on a first-come-first-serve basis. The online reservation form can be found at the following link: <https://forms.illinoisstate.edu/forms/labreservations>

Please report any computer lab technology issues to Nathan Carpenter, Director of Convergent Media by submitting an incident ticket at <http://ithelp.ilstu.edu>

OPERATIONS

Main Office Hours of Operation

The Main Office is open from 8:00 a.m. to 4:30 p.m. Monday - Friday. Please plan your work order requests, exam pick up, etc. accordingly. Do to staffing contingencies; the office will be closed from noon to 1:00 p.m. Summer hours may vary, due to student worker availability, but will be posted.

Room/Office Keys

All requests for building and room keys for the School are handled by Jason Taylor. After the key order has been placed, the key requestor will receive an email indicating the key is ready and can be picked up at the Facilities Management Office on Gregory Street.

University Key Policy 6.1.11

"Illinois State University will strive to maintain the security of facilities through strict control of keys. Employees needing regular access to a University Facility will be provided with the proper key upon presentation of an authorized key request at the Facilities Management Office on Gregory Street. A minimum 24-hour notice may be necessary to fill key requests."

Responsibility of All Key Holders

University keys are the property of the State of Illinois. The key holders are subject to all applicable State Statutes in relationship to misuse of state property. The holder of keys to any university facility assumes responsibility for the safekeeping of the key and its use. It is understood that the key(s) will not be made available to unauthorized persons. As an effort to minimize loss or misuse of keys, all university employees are strongly encouraged to leave university keys on university premises in a secure location during non-working periods.

Lost or stolen keys are to be reported to appropriate supervisors or designees immediately and within 24 hours to Facilities Management and University Police. Replacement of lost key(s) will require a new key request per the Key Acquisition Section of this policy. Consequences of lost key(s) may result in disciplinary action and fee assessment to the holder of the key(s). The cost to replace an individual door key is currently \$15.00 and the cost to replace a sub-master key is \$50.00. For replacement keys, the key holder will be allowed to pick up the new keys at Facilities before paying for the lost keys. The key holder will be billed for any lost keys.

Personnel leaving university employment must return all of their keys to Facilities Management prior to the date of termination. Key clearance is a part of the University checkout procedure. Failure to return keys will result in the assessment of a replacement fee and sent to University Collections.

Web Address: <http://www.policy.ilstu.edu/facilities/6-1-11.shtml>

Work Orders and Course Materials

Let your students know that there are copies of your course texts on reserve at Milner Library for those students who are waiting for financial aid to purchase their books. These texts are on reserve under the name of Dr. Simonds. Students are expected, however, to have their own copy of the text within the first couple weeks of the semester.

Handouts are your responsibility to prepare and provide. Please do not provide students with handouts that are unnecessary or provide information that could otherwise be found in one of the texts. Always consider whether the information could better (and more efficiently) be provided with PowerPoint (use at least a 20 point font) or on a course ReggieNet page electronically. State and university policies preclude faculty and staff from selling or handling money for texts and other classroom materials.

You may have office staff copy your exams. You are responsible for completing a "work order" form in the main office to have your exams reproduced. The office staff requires 48 hours lead time (not including weekends) on all work orders, including tests, in order to guarantee that your request will be completed by the time you request. IMPORTANT: All exams or quizzes should have the instructor's name and title of course in the header of the exam. Please do not include the section number or semester in the event these exams can

be used in multiple semesters. For security reasons, exams will not be run if your name or title of course is not on the exam.

We encourage faculty to place assignments and readings online so that students may access them at any time.

Scanning

You will have access to the scanning and emailing of documents on the image runner. Please ask Patty for assistance in how to do this.

Duplication and Copyright

If you need copies of handouts, exams, etc. for your class, please complete and submit a Work Order Request Form. The office staff will have the materials duplicated in a timely fashion. The School encourages the use of other media (e.g. document camera, PowerPoint, faculty member's website, ReggieNet) to assist us in reducing expenses. University policy requires that *all* duplication *must* be job role related. All Personal copying (e.g., thesis work, course paper, etc.) must be done outside the School.

The following are guidelines and standards of types of copying permitted under Section 107 of the Copyright Revision Bill. There may be instances in which copying does not fall within the guidelines stated below and may nonetheless be permitted under the criteria of fair use. (*March 19, 1976, Ad Hoc Committee on Copyright Law Revision, Author-Publisher Group, Authors League of America, Association of American Publishers*).

Office staff are required to follow these policies. The copyright policy is also in effect for scanning documents in a PDF format according to our librarian at Milner, Sharon Van Der Laan, sjvande@ilstu.edu or (309) 438-7461.

Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching for preparation to teach a class:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than 1 copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- The copying meets the tests of brevity and spontaneity as defined below; and
- Meets the cumulative effect test as defined below; and
- Each copy includes a notice of Copyright Definitions.

Brevity

Poetry: (a) A complete poem if less than 250 words and if printed on not more than 2 pages or, (b) from a longer poem, an excerpt of not more than 250 words. *[May be expanded to permit the completion of an unfinished line of poetry.]*

Prose: (a) Either a complete article, story, or essay of less than 2,500 words, or (b) **an excerpt from any prose work of not more than 1,000 words or 10% of the total number of pages of the work, whichever is less, but in any event a minimum of 500 words.***[May be expanded to permit the completion of an unfinished prose paragraph.]*

Illustration: One chart, graph, diagram, drawing, cartoon picture per book or per periodical issue.

"Special" Works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than 2 of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

- The copying is at the instance and inspiration of the individual teacher, and
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- The copying of the material is only for 1 course in the School in which the copies are made.
- Not more than 1 short poem, article, story, essay, or 2 excerpts may be copied from the same author, nor more than 3 from the same collective work or periodical volume during 1 class term. *[Does not apply to current news periodical and newspapers and current news sections of other periodicals.]*
- There shall not be more than 9 instances of such multiple copying for 1 course during 1 class term. *[Does not apply to current news periodical and newspapers and current news sections of other periodicals.]*

Prohibitions as to Single Copying for Teachers & Multiple Copies for Classroom Use

Notwithstanding any of the above, the following shall be prohibited:

- Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts thereof are accumulated or replaced and used separately.
- There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

Copying/scanning shall not:

- substitute for the purchase of books, publisher's reprints, or periodicals;
- be directed by higher authority;
- be repeated with respect to the same item by the same teacher from term to term

Mail Schedule and Procedures

Due to university mail collection times, we must receive all U.S. mail and Overnight UPS parcels in the mailroom by 8:30 AM for the morning pick-up or 1:30 PM for the afternoon pick-up time. In the event you need to send a UPS overnight letter or parcel after 1:00 PM, you may come to the office and ask Jason Taylor to submit an online webform to generate a mailing label. The form and parcel must be delivered to mail services no later than 4:00 p.m. The University Mail Service Center prohibits the use of campus mail service for receiving personal mail. Personal mail should be sent to the individual's home address or Post Office Box. The information regarding this policy is found under: [University Policies, Procedures, and Guidelines – 8.3.4 Mail Services – General Policies and at the following website link: <http://www.policy.ilstu.edu/services/8-3-4.shtml>](#)

Phone Procedures

Please encourage your students to call your office directly and leave messages on your voice mail. Please do not use Directory Assistance; each call to Directory Assistance costs money. Use your organization's directory, Switchboard.com, Superpages.com, Yahoo.com, Google.com, MSN.com, Anywho.com, Ask.com, or one of the other online searches to get a phone number.

Conference Room

Various conference rooms are available for faculty and staff (Fell 446). Please see Jason or Patty in the main office or email either one of them to schedule it based on the availability. Scheduling will be on a first-come, first-served basis. There are times when previously scheduled events will have to be cancelled and re-scheduled to allow for higher priority school meetings. If this happens, we will try to schedule you in another room in Fell Hall. Guidelines for Conference Room use are posted on the door. Please abide by these guidelines since Building Services only cleans the room twice a month. The Conference Room is not available as a meeting location for regularly scheduled classes.

Use of Faculty/Staff Lounge

The faculty/staff lounge (FEL 429) is for use by faculty, SoC graduate students, and staff ONLY. It is equipped with a refrigerator, microwave and table/chairs. Each person is responsible for cleaning up after him/herself and washing his/her own dishes, utensils, etc. Please eat only the food you bring or that you have been told is for everyone to enjoy.

The lounge must not be used for class activities or student conferences. Please meet with your students in your own office, or reserve the School Conference room.

Payroll

Faculty and staff have the option of having their payroll check directly deposited to any financial institution. The website for Payroll is the following: <http://payroll.illinoisstate.edu/>. Stop by the Payroll Office (Uptown Crossing Room 239, Suite E, 100 S. Fell Avenue) to complete the necessary paperwork-or see Patty Franz. If you do not elect to have Direct Deposit of your paycheck, it will be your responsibility to go to Student Accounts, Dry Grove St. to receive your payroll check on payroll dates.

Change of Status

If you incur an address, telephone, or name change, please notify Patty Franz of the change(s). Patty maintains a database with GTA's addresses and telephone/cell phone numbers for the School of Communication office. For all Human Resource Information please go to iPeople. Use this site to update all information pertaining to:

Employees Personal Information

- Home and Mailing Address
- Emergency Contacts
- Phone numbers

Payroll and Compensation

- View paycheck
- Direct Deposit
- W-4 Tax Information

You need to login using your ULID, password, and PIN#.

When you leave the University, the following checklist should be followed.

- If you are resigning, submit a letter of resignation to Dr. Kevin Meyer
- Submit grades on my.illinoisstate.edu Portal by the deadline (the Tuesday following the end of the semester by Noon)
- Give electronic gradebooks to Dr. Cheri Simonds or Dr. John Hooker. **You** will maintain all other student records (including exams) for at least one year
- Turn in all of your keys to Facilities Management-600 W. Gregory except for the key to your desk. Desk keys should be returned to Patty Franz. You will be charged for all keys that are in your name if you fail to return them
- Return all library books in your possession
- Return all projects/materials to your students before your departure
- Return all checked out equipment to the IT Specialist.
- If you are graduating in May, clear your office of all personal belongings by May 18th
- If you are enrolled as a student taking thesis hours over the summer you may stay in your office until July 31st. All personal belongings will be discarded if not removed by your due date.
- Complete a change of address form for organizations, subscriptions, and any other mailing you would want to continue to receive because we do not have a budget to send you mail that comes here
- Provide your new/existing cell phone number to Patty in case we need to contact you
- Provide a new contact address/email address as soon as possible to Patty
- **You** are to save tests and papers for one year in case there is a student dispute
- Send COM 110 grades to Dr. Cheri Simonds or Dr. John Hooker
- Give your COM 123 grades to Dr. Miller-Ott.

- COM 161 grades should be given to Dr. John McHale.
- To forward your ISU email to an alternate account here is a link for it: How To Article 1476 <https://isu.cherwellondemand.com/CherwellPortal/ISUSelfService>.
- If you are an alumnus of Illinois State University, let Alumni Services know your new contact information @ 309-438-2586 or 1-800-366-4478 or email them at isualum@illinoisstate.edu. Or connect with them via social media on Facebook, Twitter, Pinterest, Flickr, LinkedIn, and Tumblr. The website for Alumni is <http://alumni.illinoisstate.edu/>.

Clear only your personal files off of your computer: seek technical help in having a back-up for files related to the work you've done (e.g., PRSSA or Forensics Workshop files).

FACILITIES

Emergency Response Plan

This Emergency Response Plan provides direction to employees in the School of Communication on what to do in the case of an emergency. All Employees will be trained on these plans so that a common response protocol is understood.

Building: Fell Hall				
Department: School of Communication	Emergency Contacts			
	Title	Name	Phone	E-mail
	Executive Director	Dr. Steve Hunt	438-3671 or 3645	skhunt2@ilstu.edu
	Associate Director	Dr. Pete Smudde	438-7339	psmudde@ilstu.edu
	Business Manager	Denise Thomas	438-3645	dethoma@ilstu.edu
	Administrative Aide	Patty Franz	438-5898	plfranz@ilstu.edu
	Chief Clerk	Jason Taylor	438-3673	jwtylo2@ilstu.edu
Inventory Steward & Director of Convergent Media	Dr. Nathan Carpenter	438-5363	njcarpe@ilstu.edu	

Means of Emergency Notification

The ISU Emergency Alert system will be used by the University Police to notify members of the campus community of an emergency, which threatens life or safety on campus. This includes information on tornado warnings that are a direct threat to the ISU Campus. If you receive an ISU Emergency Alert:

- Immediately respond in accordance with the directions provided via the alert.
- Communicate by word-of-mouth to others who may have not yet received the alert.
- If possible, check the Illinois State University website at IllinoisState.edu for detailed information and updates.
- Remain calm and make wise decisions relative to your safety.

All active ULID Account holders will automatically receive alerts over their university e-mail address (your ULID@ilstu.edu). Those that have registered for ISU Emergency Alert will also have alerts sent to their mobile phone (both voice and text are available). Users also have the option to specify an additional phone number and alternate e-mail address to which they would like alerts to be sent.

All faculty, staff and students are encouraged to sign up to receive ISU Emergency Alerts.

Registration for the ISU Emergency Alert system is available through the **My Illinois State** Portal at: <https://Mmy.Illinois State.illinoisstate.edu/>.

InformaCast®

InformaCast® is a mass notification platform that allows the university to simultaneously send an audio stream and/or text message to multiple IP phones and IP speaker endpoints. While this technology is very promising, it is currently only available through Voice over Internet Phones (VoIP). Messages that will be sent over this system will include weather related watches and warnings along with other emergency notifications.

Interdepartmental Communication

The following personnel from the School of Communication Administrative office will alert the following locations in Fell Hall:

- Executive Director: 1st Floor North
- Associate Director: 1st Floor South
- Business Manager: 4th Floor
- Inventory Steward/Asst. Director Convergent Media: Basement
- Administrative Aide: 2nd Floor, to include; GTA Office Suite, Resource Center
- Old Union: Manager, Radio WGLT
- Vidette Building: Vidette General Manager

Emergency Response Actions

Dialing 911 from a campus phone will go directly to the ISU Police Department whereas 911 calls from a non-campus or cell phone will go directly to METCOM. In the latter case, the caller should indicate that the emergency being reported is on the ISU campus.

General and Fire Evacuation Procedures

When an evacuation has been ordered or initiated due to a fire alarm or other means:

- Evacuate immediately by following the nearest exit signs
- If you see smoke or fire:
- Pull the nearest fire alarm pull station to alert building occupants of the fire
- Call 911 from a safe place or (309) 438-8631 (if calling from a mobile phone)
- Assist anyone needing help
- Be alert for smoke as you exit the building – choose a path to avoid the smoke
- Before exiting through a door, check the door and handle. If the door or handle are hot to the touch or smoke is present, do not open the door.
- DO NOT use elevators if evacuating due to a fire or fire alarm
- Proceed to the designated emergency assembly area. Once safely out of the building call 911 to report the situation
- After reporting to the designated **emergency assembly area**, begin the accountability process
- Let the police or fire department know if someone is missing or trapped inside and/or is in need of assistance
- Stay out of the way of emergency personnel and equipment
- Do not enter the building until you are approved to do so by the University Police

If trapped in the building:

- Occupants are to remain in their rooms
- Try to seal the base of your door (wet towel or cloth if possible) to prevent smoke

- from entering
- Call 911 and let them know your situation and location
- If possible, move to a window and signal for help

Emergency Assembly Area

Listed below are the designated emergency assembly areas for the School of Communication:

- **Fell Hall** – Redbird Plaza on the west side of Fell Hall.
- **Vidette** – gather on the bottom floor of the North University Street Parking Garage. The garage is located immediately south of the Vidette Building at the intersection of Locust and University streets.
- **WGLT** – in parking area south of Hovey Hall.

As these locations may not be the best site based upon the type of emergency (i.e. weather and traffic conditions); individuals need to be prepared to move to another location.

Accounting and Information Procedures

Personnel will be accounted for and will provide information about the evacuation and incident to the School of Communication Executive Director and Business Manager.

A list of all regular occupants should be completed and attached to the Action Plan. The above-identified persons will use the list to verify the counting of regular building occupants.

Emergency information will be provided to Illinois State University Police or emergency personnel on the scene immediately.

Employees will be released from the emergency assembly area when all employees are accounted for. It is extremely important that all personnel known to have been in the building have been evacuated and are accounted for.

Shelter in Place

When a shelter-in-place order has been issued, it means that conditions are such that is safer to be inside your office/classroom/room. A shelter-in-place order may be given for a hazardous materials incident or a sustained police action. A shelter-in-place order will be issued by the University Police or other competent authority, based on the nature of the crisis.

When a shelter-in-place order has been issued, you should:

- Remain calm
- Select a small, interior room with few or no windows
- If not assigned to a room, go to the nearest room where you can secure yourself
- Close and lock windows and doors leading to adjacent areas
- Barricade doors if possible
- Keep quiet and silence cell phones (maintain on vibrate)
- Remain out of view from any interior windows or block the view through the window
- If the emergency is due to hazardous material
- Turn off all fans, heating, and air-conditioning units
- If directed, use duct tape and plastic sheeting to seal all cracks around the door and any vents in the room
- Wait for further instructions from the University Police or other campus authorities

Tornado Shelter

Tornado Warnings will be issued for the ISU campus when a tornado has been spotted that is or will directly threaten the ISU campus. Upon receipt of a warning, the University Police Department will issue the warning over the ISU Emergency Alert and InformaCast®.

Typically, the Community Early Warning Sirens will also be activated. In either case, the campus community will need to act to take cover. In the event of a tornado warning, the campus community will need to:

- **Take shelter:** Immediately move to the pre-designated tornado shelter area for the building occupied (contact Environmental Health and Safety for current pre-designated areas). If you are unsure of the shelter location, move into inner hallways, stairwells, underground tunnels, rest rooms, or other areas which are directly supported and which are relatively free from exterior windows and glass. Avoid the top floor of the building.
- **Exterior Locations:** If you are caught outside during a tornado warning and do not have time to move inside for shelter, move to a ditch or other low spot below grade level where you can lie (*flying debris causes most deaths and injuries during a tornado*). If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.
- **Areas to avoid:** Always avoid the top floor of a building and areas such as an elevator, a lobby, a gymnasium, an auditorium, or a food service; any one of which may be glass enclosed or which may have a large unsupported roof.
- **Cover up:** If you are wearing a heavy jacket or have access to a blanket or other heavy cloth material, use these items to cover your upper body and face. This will help protect you from any flying glass or debris. When possible, try to stay close to the floor.
- **Emergency Equipment:** Be sure to carry with you your cell phone in order to receive emergency information. If time permits, take a flashlight and a small battery powered transistor radio with you when you move to a place of shelter. Local radio stations will provide you with first hand weather information and the flashlight will provide you with a source of light should the electrical power fail.
- **Wait for all clear:** Always remain in a place of shelter until you receive the all clear message.

Medical Emergencies

- Call 911
- Provide assistance consistent with your level of knowledge/training
- Do not attempt to move a person with a suspected spinal injury unless imminent danger is present
- Remain with the individual until emergency medical personnel arrive. Be prepared to share pertinent information with Emergency Responders
- If blood is involved in the incident and you believe you had contact with it, let your supervisor know of the incident, file an incident report, and contact Human Resources for proper follow up. Please contact Building Service Workers customer service 438-5611 for any bodily fluids clean up

Training

It is the responsibility of the School of Communication Executive Director to insure that all personnel are familiar with the Emergency Procedures. An overview of the Emergency Procedures is given at the first Fall Faculty/Staff Meeting yearly. The Emergency Procedures will be documented in the School of Communication Policies & Procedure document.

Use of Portable Fire Extinguishers

Portable fire extinguishers are readily available in university buildings and may be used provided the following conditions are met.

- The fire alarm pull station has been activated and the alarm is sounding.
- The observer has been trained on the use of the portable fire extinguisher and feels confident that he/she can safely extinguish the fire.

POSTING MATERIALS ON WALLS

Please do not post any materials on any painted or varnished surfaces in Fell Hall. Facilities Management has indicated that if materials are found taped to the walls, they will be taken down and returned to the School, along with a request to Facilities Management to repaint or refinish the affected surface, e.g., walls, doors, etc. Cost for that repairing, repainting, etc. will automatically be charged to the School.

Also consider posting anything you would hang in the hallway to InspireVision, the School of Communication's website, School of Communication Social Media Outlets, Monday Notes, and University Calendar (depending on target audience).

FINAL NOTE

There is much, much more to be covered. Please work with your Course Directors to make this a rich learning experience for all parties involved. Do not hesitate to contact one of the Directors if you have any questions about your role, rights, and responsibilities as Graduate Teaching Assistant for the School of Communication.

LET US HAVE A GREAT YEAR!

GTA ACKNOWLEDGEMENT FORM

This form requires you to acknowledge that you have read and understand the information presented in the Graduate Teaching Assistant Handbook. By signing this form, you are acknowledging that you are aware of all of the policies and procedures outlined in the handbook. Please keep this handbook with your training materials and use as a reference guide for procedures that should be followed throughout the school year.

I have read and understand the policies and procedures provided to me in the Graduate Teaching Assistant Handbook.

Name (please print)

Signature

Date