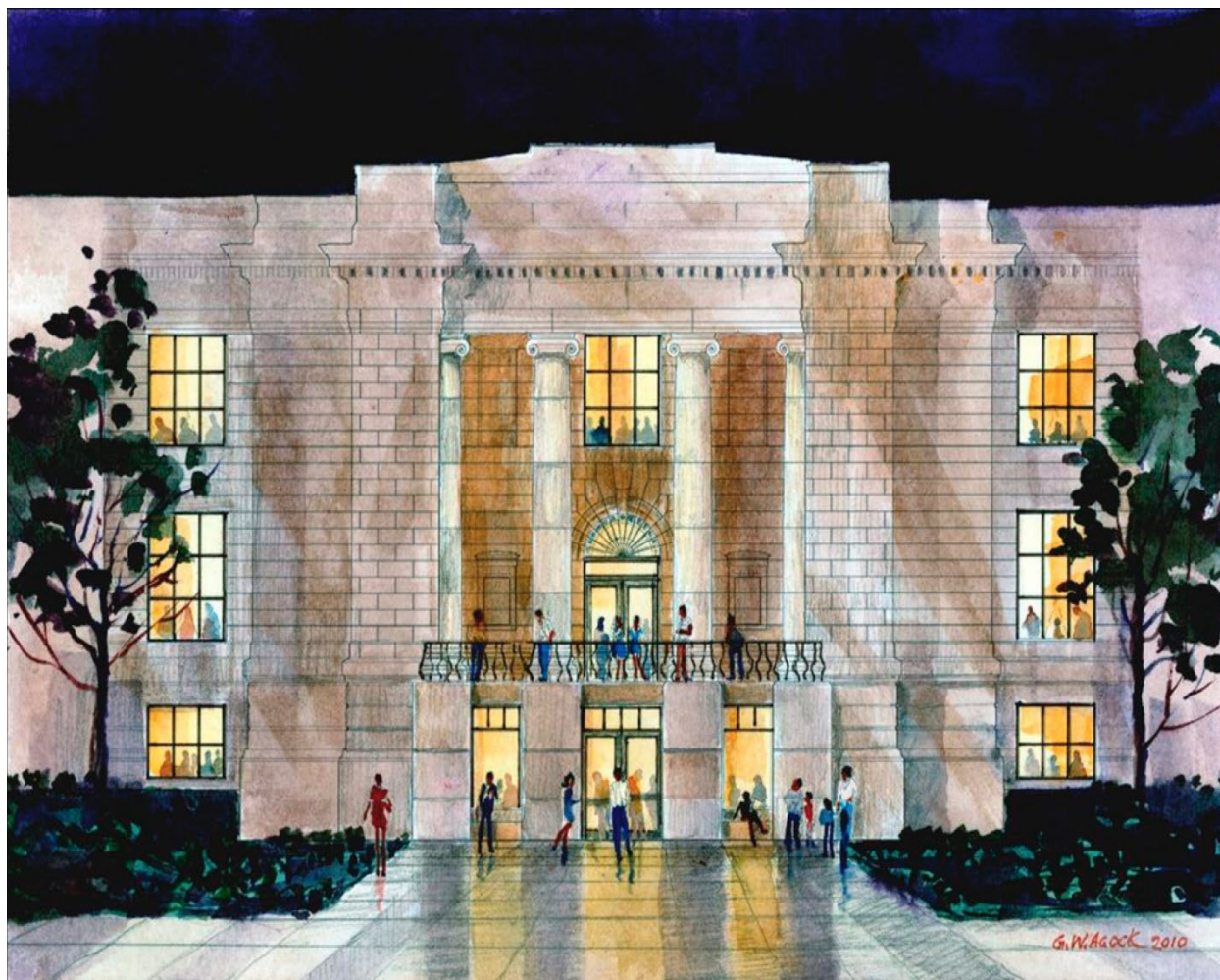


Arts Administration, Education and Policy Graduate Teaching Associate Handbook



This document serves as an employment information and resource guide to Graduate Teaching Associates (GTAs) employed by the Department of Arts Administration, Education and Policy (AAEP) at The Ohio State University. Both the GTA and Department should also be familiar with the Graduate School's policies regarding GTAs in the *Graduate School Handbook* Section IX (<https://gradsch.osu.edu/handbook>).

Please refer to the AAEP *Graduate Program Handbook* (see <https://aaep.osu.edu/resources>) and *Graduate School Handbook* for academic requirements and resources for the MA and PhD programs and the University.

For questions and updates, please contact:

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Offer and Hiring Process

The most common form of financial assistance for our graduate students is a Graduate Teaching Associate (GTA) appointment within the department. These GTA appointments are limited and therefore highly competitive.

Applications for GTA appointments cannot be considered before admission to the graduate program. Applications can be obtained on the department's website at <https://aaep.osu.edu/resources/funding/gta>.

In general, the department considers two issues when making GTA appointments: 1) academic promise as a student, which is judged on the basis of the admissions application materials, and 2) appropriate professional background and skills required by a particular assignment, whether research, teaching or service. For example, the teaching of art to elementary school teachers requires experience as a practicing art teacher and teaching undergraduate classes requires a good command of the English language.

GTA fee authorizations cover all Instructional Fees, General Fees, and the Learning Technology Fee. The University provides a 100% subsidy for health insurance. All other university fees including are deducted from the monthly stipend. Appointments are made on either a semester or a yearly (two semester) basis. Summer term appointments are occasionally available and are arranged separately.

Notification of funding offers will be made through email from the Department of Arts Administration, Education and Policy for GTA positions once funding availability and department needs have been decided.

Following the email notification, the Business Manager will email GTAs with instructions to apply for their position. There is a limited window to complete this step, which initiates the hiring process in WorkDay, Ohio State's hiring system. Your offer is officially accepted when you complete your application, which triggers other necessary steps in the hiring process, such as background checks and other forms to set you up as a worker in system. You must complete all of the steps to ensure that your first paycheck is not delayed. These steps include multiple DocuSign forms from the Arts & Sciences Business Services Center staff. These forms include, but are not limited to the following:

- Employment Verification I-9 Form
- Tax (W4) form
- Request for Optional Exemption Form (opt-out of retirement deductions)
- SSA-1945 form (notice that OSU employees do not receive Social Security)
- Ohio Ethics Law Confirmation

NOTE: Please check your "Spam" or "Junk" folder for E-mails throughout the summer, as you will be receiving notifications of these action items.

The deadline to accept the GTA offer is April 15th. After the hiring process is complete, the GTA will be contacted by the Course Supervisor approximately one month before the semester begins with information about preparing for teaching the course.

The Arts & Sciences Business Services Center will also send you information about obtaining an OSU BuckID and other employee orientation material.

Spoken English Requirement. GTAs whose native language is not English must pass the Oral Proficiency Assessment (OPA) before teaching at Ohio State. Those who scored 28 or above on the speaking portion of the TOEFL are exempt from this exam. See Appendix A for detailed information.

Benefits

Visit <https://hr.osu.edu/benefits/student-employee/> for information about GTA benefits and consult the *Graduate School Handbook*.

Working Calendar and Pay Dates

GTAs must be enrolled full time before the tuition payment deadline each semester or else the GTA's tuition and fees will not be paid and the GTA may be responsible for paying late fees.

All GTAs are to be available and on duty from the first day of classes through finals week of each semester and until grades are posted. There are no exceptions to this policy unless approved by the Course Supervisor and Department Chair. See the University's academic calendar for exact dates for a given semester <http://registrar.osu.edu>.

GTAs are paid on the last business day of each month. The Arts & Sciences Business Services Center will provide information about direct deposit. You can learn more via: <https://busfin.osu.edu/controller>

Instructor Absence from Class

It is the GTA's responsibility to immediately report their absence from class due to illness or other reasons to their Course Supervisor, and when possible and appropriate, to make up any absence at a time generally agreeable to their students. In the event of an unplanned absence, in addition to notifying their Course Supervisor, GTAs should email their students and call the main office at 614-292-7183.

Assignments, Responsibilities, and Duties

The Department of Arts Administration, Education and Policy currently employs Graduate Teaching Associates for the following courses:

- ARTEDUC 1600: Art and Music Since 1945 (in person and online)
- ARTEDUC 2600: Visual Culture: Investigating Diversity & Social Justice
- ARTEDUC 2700: Criticizing Television
- ARTEDUC 3900: Art and Curriculum Concepts for Teachers

New GTAs are required to attend the Drake Institute of Teaching and Learning Graduate Teaching Orientation. Details about the orientation are sent to new GTAs during the summer before their first semester as a GTA.

All students, including new GTAs, are required to take the department's GTA development course, ARTEDUC 7300: Introduction to Teaching Arts Education at the College Level, which is offered as a two-credit hour class during autumn semester. This course explores multiple aspects of teaching in higher education including current literature on college teaching as well as Ohio State and departmental policies and resources. In addition, GTAs will share and explore experiences and issues that emerge in their own teaching. GTAs teach in a variety of contexts and because of this diversity, they will have needs specific to their courses, which will be addressed through a combination of the GTA course and Course Supervisors.

All GTAs are required to attend meetings called by their course supervisor.

A course syllabus must be submitted to the Course Supervisor and AAEP's Program Assistant.

GTAs must promptly notify their Course Supervisor of any course related problems such as grade disputes, disruptive students, academic misconduct, etc.

Although not mandated, it is advisable that all GTAs take a critical multiculturalism course. GTAs should see their Course Supervisor for suggestions.

Any suggestions for the department to improve the conditions to be successful, focused, professional, deep, and reflective are welcomed.

Rubric For Assigning GTA Duties

Course	GTA Duties	Course Supervisor	Hours Allocated
1600 Lecture 3 Credit Hrs.	TA Graders assigned to Lecture: This is a hybrid course and students take online quizzes lasting 20. TAs attend lecture 2 x 60 minutes Grades midterm and final worksheet projects No teaching duties Responds to emails	Funk	10
1600 Online Only 3 Credit Hrs.	GTAs assigned to Online Only section: Time required determined by GTA GTA is considered the Instructor of Record. Digital course shell, which includes all quizzes, online assignments and viewings, is pre-populated by Course Supervisor. Each section is limited to 55 students. All quizzes are automatically graded by computer, not GTA. All online assignments are pre-populated and self-guided. Grades, midterm and final worksheet projects using provided assessment rubrics. Monitors discussion boards. No teaching or lecturing. Responds to emails.	Funk	15
2600 3 Credit Hrs.	In-person – 80 minutes of in class time x 2=160 minutes. Online – Time required determined by instructor GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects the text and provides all reading selections in pdf form, provides all media in dvd or online formats, provides all assignment guides and handouts, and often supplies PowerPoints and activities. All items are given to the GTA before assignment begins.	Fletcher	15

	<p>GTA uploads pre-provided pdf readings onto Carmen.</p> <p>Each section is limited to 25 students.</p> <p>GTA grades three papers—one 2-page, one-3-5 page, and one final paper of 5-7 pages. Grading and GE assessment rubrics are provided.</p> <p>Facilitates in class discussions and takes attendance.</p> <p>Online GTAs utilize Carmen to facilitate discussion</p> <p>GTAs have some leeway in adding content of interest or to supplement content, but any changes to the syllabus must be approved by the Course Supervisor.</p> <p>Holds office hours (120 minutes per week)</p> <p>Responds to emails.</p>		
<p>2700</p> <p>3 Credit Hrs.</p>	<p>In-person – 80 minutes of in class time x 2=160 minutes.</p> <p>Online – Time required determined by GTA</p> <p>GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects the text and provides all reading selections in pdf form, provides all media in dvd or online formats, provides all assignment guides and handouts, and often supplies PowerPoints and activities. All items are given to the GTA before assignment begins.</p> <p>GTA uploads pre-provided pdf readings onto Carmen.</p> <p>Each section is limited to 25 students.</p> <p>GTA grades three papers—one 2-page, one-3-5 page, and one final paper of 5-7 pages. Grading and GE assessment rubrics are provided.</p> <p>Facilitates in class discussions and takes attendance.</p> <p>Online GTAs utilize Carmen to facilitate discussion</p> <p>GTAs have some leeway in adding content of interest or to supplement content, but any changes to the syllabus must be approved by the Course Supervisor.</p> <p>Holds office hours (120 minutes per week)</p> <p>Responds to emails.</p>	<p>Stoltenow-Petersen</p>	<p>15</p>
<p>3900</p> <p>2 Credit Hrs.</p>	<p>120 minutes of class time per week.</p> <p>GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects and provides all reading selections in pdf form, provides all media in dvd or online formats.</p> <p>This course serves the College of Education and Human Ecology and is required by students in Teaching & Learning.</p>	<p>Patel</p>	<p>15</p>

	One hour for class setup and cleanup is factored into the 15 hours allocated for this course. Each section is limited to 30 students. Holds office hours (120 minutes per week) Responds to emails.		
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Procedures for Reappointment and Termination

Reappointments are made depending upon availability of funds, satisfactory performance, and successful academic progress. Summer term appointments are arranged separately and depend on the availability of funds. **There are no guarantees of appointment beyond that specified in the student's appointment document.**

Funding is not guaranteed from year to year and reappointments are made based on funding availability and satisfactory performance in the graduate program and as a GTA. Reappointment decisions are typically made between mid-February and mid-March. GTAs will be notified by email if they have received a GTA reappointment. Additional funding outside of the three years for a PhD student and two years for an MA student is determined on a case-by-case basis by the Graduate Studies Chair and Department Chair.

Should your need for funding extend beyond what the department can provide, it is imperative that you establish residency, as doing so drastically reduces tuition costs. It is recommended to do this after completing your first year of study. Please go to the Registrar's website at <https://registrar.osu.edu/Residency/> for more information.

GTA appointments may be terminated early for any of the following reasons: failure to fulfill requirements of the assignment, failure to fulfill Graduate School requirements for GTAs as stated in the *Graduate School Handbook*, poor academic performance, poor performance in fulfilling GTA duties, academic misconduct, irresponsible behavior (actions that put persons or properties at undue risk), insubordination to faculty or staff, sexual harassment or other violations of university codes of conduct. This should not be considered a complete list of potential infractions, and other actions on the part of the GTA that are deemed grievously inappropriate by the Department Chair and the Chair of the Graduate Studies Committee may be grounds for termination of the appointment.

Graduate Teaching Associates charged with any of the above grounds for termination will be required to meet with the Department Chair and Chair of the Graduate Studies Committee to be informed of the charge and respond to it. If, upon investigation, charges are found to be legitimate, the Department Chair in consultation with the Chair of the Graduate Studies Committee may issue a warning or immediately terminate the GTA appointment. Graduate Teaching Associate appointments must be terminated if a student has already received a warning within the same academic year.

Warnings and terminations will be documented in writing by the Department Chair with letters issued to the GTA concerned. Graduate Teaching Associates who have received warnings or a notice of termination have the right to file a grievance or petition to clear their record or reverse the decision. Students should consult with the Chair of the Graduate Studies Committee and/or the Graduate School for appropriate procedures. All actions related to charges, investigations, warnings or terminations will be kept confidential to the degree required by law.

Performance Evaluation

Students are given the opportunity to evaluate the quality of instruction provided in each of their courses. The 10-item Student Evaluation of Instruction (SEI) document is the official university-wide instrument provided for this purpose. Additionally, the department provides an open-ended evaluation form for students to fill out in-class at the end of each semester. The Chair of AAEP reads all SEIs and writes an evaluation of teaching each semester. The Course Supervisor also reviews the Chair's evaluation and SEIs and makes suggestions for improvement to the GTA, if needed. If a GTA receives low SEI ratings, then the course supervisor or lead GTA may do a peer evaluation. Any serious issues will be dealt with in conjunction with the Graduate Studies Committee and the Course Supervisor. For additional information about SEIs see <https://registrar.osu.edu/sei/index.html>.

Syllabi Guidelines

Syllabi must follow the format established by the College of Arts and Sciences <https://asccas.osu.edu/curriculum/asc-syllabus-elements>. It is strongly recommended that you post your syllabus in Carmen, the online course management system, for your students. If you do not have access to your course in Carmen, please see your Course Supervisor.

Supplemental Compensation

As of 2007, all university employees must notify the department of work and additional pay from a unit on campus that is not the employing unit. This process must be initiated in WorkDay by the student's home department and must contain the appropriate work tags of the department that is paying for the work.

All GTAs must notify the department's Business Manager if they are on an appointment in another unit in addition to their GTA appointment. For example, if a GTA on 50% appointment with AAEP is also on a 25% appointment with the Writing Center, they must notify the AAEP HR/Fiscal Manager of the 25% appointment. See the HR/Fiscal Manager for more information.

Office Space and Office Supplies

The large communal space in the office is available for use by all AAEP students, both graduate and undergraduate students. This is a space to work silently. The need for a "library-type" or "study-hall" atmosphere is in deference to staff cubicles and faculty offices that face the open space.

GTAs may claim a locked bin in the area by letting the Program Assistant know the number of the bin they have claimed. She will provide the GTA with a key. Claiming a bin does not mean exclusive use of the desk to which the bin is attached.

Graduate and undergraduate students may claim a locker in the space between the foyer and the kitchen. Please bring your own lock and let the Program Assistant know the locker number.

The Mac and PC computers on desks are for student use on a first come, first served basis.

Students may use the small conference room off the front office (Room 231A) when they want to have lively discussions when it is not scheduled or in use.

For large group meetings, please see the Academic Program Specialist to reserve an appropriate meeting space.

The Library (Room245F) is available for solo study or for 2-3 students to work together or do research. It

is available on a first come-first served basis. Ask a staff member to unlock the room for you.

Students may use the table in the lobby for discussions, lunch, or other semi-quiet needs.

Room 231A or the Library (245F) can be used by GTAs for private conferences with students.

All equipment and supplies, including the copier, are to be used for GTA-related needs and not personal academic needs.

APPENDIX A – ESL REQUIREMENT

Graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming Graduate Teaching Associate (GTA) duties. They may become certified through the following scores:

- TOEFL iBT Speaking 28 or higher
- IELTS Speaking 8.5 or higher
- Oral Proficiency Assessment 4.0 or higher

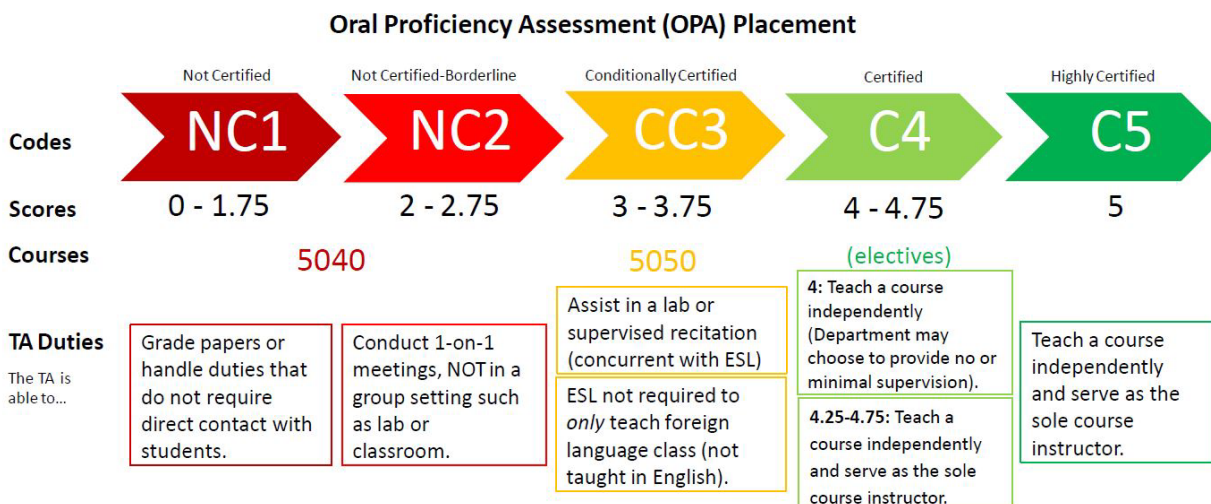
Once their official scores are posted in Buckeye Link, they are automatically exempted from the Oral Proficiency Assessment.

Students who have completed **both high school and a bachelor's degree in the US and who have been living in the US for at least 8 years** must provide their high school transcript and a timeline of their stay in the US by emailing SEP-Assessment@osu.edu to schedule a meeting to determine whether or not the OPA can be waived.

***Note:** Students who have completed a bachelor's and/or a master's degree in the US but have no US high school diploma must register for the OPA to determine their certification level.

Oral Proficiency Assessment

The Oral Proficiency Assessment (OPA) is a test administered by the ESL Spoken English Program to determine a student's level of oral proficiency. As a result of the OPA, a student may be certified or placed into a spoken English course. Students can perform various GTA duties based on their OPA score.



Students may hold Graduate Teaching Associate appointments while enrolled in spoken English courses, but are limited to the duties associated with their score. Departments offering appointments before certification should be committed to supporting graduate students for up to three terms while they work towards certification in spoken English courses.

OPAs are offered two or three cycles per semester. Upcoming days/times, the payment deadline of each cycle, and instructions for signing up to take the test are listed on the OPA official schedule at https://buckeyemailosu-my.sharepoint.com/:w:/g/personal/lin_1553_osu_edu/ERGma1x8EutElJcA8ShMmWoBxhEfLOZ_GQoWjchoLBhmEg?e=b3T19i. For more information on the testing format and what to expect, visit <https://esl.ehe.osu.edu/home/testing/spoken-english/>

Placement

Students placed into a spoken English class (for Level NC1, NC2, or CC3) should take the course as soon as possible to begin working towards certification. There is an additional assessment at the end of each course.

EDUTL 5040 – Students participate in an Exit Interview to determine if their proficiency level is sufficient to move to 5050 and be conditionally certified.

EDUTL 5050 – Students take the Oral Proficiency Certification Assessment (OPCA). This teaching test is a certification opportunity for students who have completed this course.