Department of Anthropology | Stanford University
ANTHRO PhD Student Teaching Assistantship Reference and Resources

Introduction to the Department's Requirement for Teaching Assistantship Training

Teaching is an important professional skill for which the doctoral program provides required training, beginning with the Teaching Assistantship Workshop and continuing with the Teaching Assistantship assignment(s) in the second year and fifth years of the Ph.D. degree program.

All second-year and fifth-year Ph.D. students are required to attend the two-day Teaching Assistantship Workshop held at the beginning of each academic year (usually held over two days during the week before autumn quarter). All Anthropology Ph.D. students are REQUIRED to act as Teaching Assistants (TA) in at least two quarters during the Ph.D. degree program, including one quarter in the second year of study and then again in at least one quarter in the fifth year of study. Students who are calling upon university/department FINANCIAL SUPPORT in the second year may receive a TA assignment during one quarter in the second year; and, must serve as a TA in one course during a given quarter to be eligible for financial support in the second year of the PhD degree program. Students who are calling upon university/department FINANCIAL SUPPORT in the fifth year may receive at least one TA assignment during at given quarter in the fifth year; and, must serve as a TA in assigned course(s) during a given quarter to be eligible for financial support in the fifth year of the PhD degree program.

Teaching Assistantship Assignment

Teaching assignments are made by the Teaching Assistantship Committee and assignments are confirmed based on course offerings and class sizes. Ph.D. students may contact the Teaching Assistantship Committee chair or the Student Services Officer with their preferences for TA assignment before the beginning of autumn quarter. Ph.D. students will receive confirmation of the quarter in which the TA assignment has been made on or by September 15th; whereas, actual course assignments will be confirmed by the first Friday of a given quarter. The exception is to announce the autumn quarter TA course assignments on or by September 1st in preparation for the following academic year and the autumn quarter.

Teaching Assistant and Course Preparation

Once a TA course assignment has been confirmed, the assigned TA should contact the faculty instructor for the course to arrange for the following:

Electronic References – TA's may receive access to 'CourseWork', at the faculty instructor's discretion, with 'administrative' privilege including managing announcements, uploading course materials, and administering course syllabus* and assignments. TA's may receive access to 'AXESS', at the faculty instructor's discretion, with 'proxy' privilege including access to information on class rosters, student information and grading. TA's may also be requested to arrange for publication of the course syllabus to syllabus.stanford.edu.

* According to the Higher Education Opportunity Act, academic institutions are required to publish textbook information in the course description and syllabus prior to the (undergraduate) student's enrollment in the course.

Evaluation

Section Evaluation - Class meeting times and days, as well as section meeting times and days, should be confirmed by the TA with the faculty instructor. If the faculty instructor assigns course sections, the TA should arrange for the section schedule (ie meeting times and days) with the Academic Coordinator. If sections are assigned, the faculty instructor may ask the TA to be responsible for a given section (up to 3 sections per TA). When formal sections are assigned by the Academic Coordinator in AXESS, a TA may be listed as the section leader and undergraduate students may enroll in specific sections for the course. In this case, the University's course evaluation system will automatically generate an end of year course evaluation for all undergraduate students, enrolled in a given section, to evaluate the TA section leader performance, (note: sections will automatically generate for the course and sections when there are three or great undergraduate student enrollees). Generally, undergraduate students make their enrollment in the initial section ('01') listed under the faculty instructor. Although the undergraduate student may be prompted to revise their enrollment for additional or alternate sections, this

is at the discretion of the faculty instructor. In this case, undergraduate student is instructed to enroll in another section or in an alternate section and must be given a password, issued to the faculty instructor by the University registrar, that allows an undergraduate student to enroll through AXESS in a particular section other than the '01' section.

Alternate Evaluation - A faculty instructor may choose to arrange for students to enroll in the primary course (ie section 01), only. In this circumstance, the University's course evaluation system will automatically generate an end of year course evaluation, for all undergraduate students enrolled in the section, to evaluate the faculty instructor's performance, only. As an alternative form of TA evaluation, the faculty instructor and TA(s) may consider using an (internal) department evaluation form

https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1A.pdf
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1B.pdf
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1C.pdf

to be distributed to the undergraduate students enrolled in the course for evaluation of the TA's performance. This form of evaluation is more specifically targeted to TA performance that is not section-related. At the faculty instructor's discretion, a form of evaluation may be made by the faculty instructor in the form of a reference or recommendation letter detailed the faculty instructor's evaluation of the TA's performance. This letter can be held in the graduate student's file for their teaching portfolio.

Mid-quarter Evaluation - TAs are encouraged to arrange for mid-quarter evaluation (usually by the 5th week of the quarter). In most cases, the mid-quarter evaluation may be conducted in consultation with the Center for Teaching and Learning (CTL) liaison, Marcelo Clerici-Arias. Marcelo can be reached at extension 5-0127 or by email at marcelo@stanford.edu. The format of the evaluation will depend on the structure of the course as well as on the preference of the TA and faculty instructor. Generally, there are two options for evaluation of the TA's performance consisting of either small group discussions and/or on-line evaluations.

In the small group discussions, Marcelo or a CTL liaison will attend a section and, during the last 20 minutes, divide the class into small groups and conduct a discussion covering 3 basic questions: what is working in the section; what needs improvement; and how can improvement be achieved. CTL will provide the TA with oral and written feedback.

Alternately, in courses in which TAs do not run sections, the students may choose an on-line evaluation administered by CTL. The CTL's evaluation is confidential. Please contact the Student Services Officer, the department's Teaching Assistantship Committee, or the CTL liaison for further information on the mid-term evaluations.

Exams

Exam Scheduling - TAs should confirm the day and time of the final exam with the faculty instructor. In addition, the TA should arrange the final exam schedule with the Academic Coordinator in order the arrange alternate rooms or other for students with accommodation on record with the Office of Accessible Education at Stanford University.

Salary

Department Funding – A teaching assistantship is a form of student employment, earning compensation (50% salary and 50% tuition allowance = 100% compensation) for the performance of research or teaching services to the University as part of their academic and professional training and development.

Duties - Teaching Assistantship duties are an integral part of the education and training process for many graduate students. The TA works with a faculty instructor who has primary responsibility for the course. Duties vary and may include: (1) preparing for class sections [up to three sections may be assigned] and/or laboratories where new materials may be presented; (2) marking and/or grading some portion or all of the exams or papers [but not independently assigning the final grade]; and (3) holding office hours. A TA can expect to be assigned to a class with enrollment of 40 or more undergraduate students. Usually, one TA is assigned for every 40 students enrolled in a course. Each TA may be assigned responsibilities for up to three sections in a given class. Each section may be comprised of approximately twenty (20) enrolled students.

Note: Faculty may have an expectation or the TA to be capable with technology in the classroom (ie media presentation via laptop and projections, course management via Courseworks, uploading files, scanning, using dropboxes, making pdf files, using email distribution…) it is the TA responsibility to locate supporting resources at Stanford University for the purpose of accomplishing the use of technology in the Classroom. The Department staff, Ms. Emily Bishop https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/41 and Ms. Claudia Engel https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/47 are the first point of contact for .

Enrollment - Students on TA'ships are limited to ten unit registration per quarter, only; the Student Services Officer can explain procedures for meeting the department's per-quarter unit completion requirement. Students may NOT enroll in the course in which they serve as a TA, or in ANTHRO 398: Teaching Assistantship, if the student is the recipient of a teaching assistantship salary.

Appointments - Most Teaching Assistantships are 50% salary appointments requiring 20 hours of work per week. Some students receive several assistantships which may total to a 50% appointment. Appointments involving work directly relevant to the student's degree (i.e. a teaching assistantship) provides tuition allowance (TAL). The percentage of time of an appointment determines the amount of tuition provided. The maximum tuition allowance for a 50% appointment is equal to the cost of 10 units per quarter. The tuition allowance is usable only for tuition charges for the student holding the appointment. Students, except those registered with Terminal Graduate Registration (TGR), must register for all tuition credits to which their appointment entitles them in the quarter of their appointment. All tuition adjustments for students on assistantships must be arranged with the student's home department. Enrollment in more than 10 units while holding a 50% appointment requires prior approval from the student's adviser and/or school dean.

Pay Checks - Unlike fellowship stipends, which are paid in a single check at the beginning of each quarter, Teaching and Research Assistantships are paid from the University Payroll and follow the regular payroll schedule of semimonthly checks received one week following the end of each of 2 pay periods. Academic year appointments are from September 15 - December 15 for autumn quarter; December 16 - March 15 for winter quarter; and March 16 - June 15 for spring quarter. The pay periods are the 1st-15th and 16th-30th(31st), so that six checks are received each quarter. Thus, in autumn quarter, for example, the first check arrives on the 7th of October, and the last one on the 22nd of December.

- If start date for pay period is the 1st of the month, then the pay period is 1st-15th of the month and the paycheck is delivered on the 22nd day of the month.
- If start date for pay period is the 31st of the month, then the pay period is the 16th-30th/31st of the month and the paycheck is delivered on the 7th day of the following month.

Taxation - Assistantship salaries are subject to tax withholding. The amount of tax varies according to the student's total income, dependency status, treaty status for international students, and individual circumstances.

Automatic Payroll Deduction - When receiving salary from the Payroll Office, students may choose to set-up Direct Deposit to a personal checking or savings account through AXESS. Graduate students may also choose to have any University fees or expenses taken from each payperiod paycheck pre deposit and over each of the 6 paycheck deposits (ie to cover the expense of student housing). Automatic Payroll Deduction can be arranged by the graduate student through AXESS.

Foreign Nationals - Regarding University and regulatory work limitations, a maximum assistantship appointment is made up of 50% (20 hours) salary appointment with 10 units Tuition allowance (TAL) enrollment (50%). In addition to a full assistantship appointment, US national students may work an additional 8 hours per week in a given quarter. Foreign national students may work 20 hours per week, only. If a foreign national student is appointed as a teaching assistant in a given quarter, they may not work additional hours during that quarter. Foreign nationals may work up to 40 hours per week during the university breaks. Breaks are the time periods between academic quarters (i.e. the period between the last day of finals and the first day of the next academic quarter).

<u>Employment Eligibility</u>

TA OK - Prior to being appointed to any teaching assistantship, students whose native language is not English must be tested for oral English proficiency by the English for Foreign Students (EFS) staff. International graduate students who wish to be appointed teaching assistants are screened for readiness to use English in a teaching role. To make an appointment, a student should send an e-mail to <u>tafowler@stanford.edu</u>. Those who need additional English preparation are required to complete Linguistics 692: Speaking and Teaching in English, a course developed in collaboration with Stanford's Center for Teaching and Learning, or other English courses. Those students who

have completed more than five years' study in the United States and/or have extensive professional experience in English may telephone the director at 5-1554 rather than sending e-mail. For more information, visit Stanford University's English for Foreign Students Testing and Enrollment webpage.

Compliance - All graduate Ph.D. students, regardless of their nationality, must file the *University I-9 Employment Eligibility form* http://www.uscis.gov/files/form/i-9.pdf with the home department. If offered an Assistantship appointment, a student will be required to provide documentation of their authorization to work in the United States in order to accept the position. (This documentation is required of all individuals hired to work at Stanford regardless of citizenship.)   At the student's option, one may provide these documents to the home department at the time of arrival at Stanford. The necessary documents include the INS I-9 Form. This form also explains what additional personal identification and work authorization documents will be needed in order to verify your eligibility to work.

Required Training - Sexual Harassment
Earlier this year, we announced that the Sexual Harassment Policy Office, the Office of Judicial Affairs, and the Office of Accessible Education have developed a 20 minute video for TAs covering sexual harassment, honor code violations, and disability accommodations. This video is titled "Major Policies & Practices Every TA should Know" and features interviews with teaching assistants and representatives from key university offices who talk about resources and strategies they used to resolve common issues in these areas. The video is now available via the following link: http://studentaffairs.stanford.edu/oae/TA-Video. In addition, the link is available on the "TA Orientation" page of CTL's web site.

The Sexual Harassment Policy Office has also developed a one hour sexual harassment prevention online program for TAs and other teaching professionals, which is a more in depth look at sexual harassment in the academic workplace and includes the responsibilities of teaching professionals to address issues of sexual harassment and misconduct. This program is available through STARS (SHP-0003) and accessible to anyone with a SUNET ID. They are encouraging TAs to complete it during fall quarter and to print out their completion certificate as they will likely need to verify their compliance with their departments and schools.

Required Awareness - Mandatory Reporting of Child Abuse and Neglect http://hrweb.stanford.edu/mandated-reporter

Re: New legal requirements regarding mandatory reporting of child abuse

A change in California law expands the role of those who come in contact with minors. The Child Abuse and Neglect Reporting Act currently requires certain categories of employees (e.g. teachers, police officers, and physicians) to immediately report known or suspected child abuse or neglect. These individuals are known under the law as "mandated reporters."

As of January 1, 2013, the definition of a mandated reporter expands to include individuals who come into regular contact with minors in the course of their duties at Stanford. California law requires Stanford to collect an acknowledgement from each mandated reporter. In order to ensure that Stanford meets this legal obligation, mandated reporters are now required to sign the online "Acknowledgement of Mandated Reporter Status" form. This form will also inform you of your rights and obligations as a mandated reporter.

Please see the instructions below for printing out the materials and signing the online form.
1.   The text of the Acknowledgement Form and Penal Code Statutes is attached for your convenience. Please print and review prior to signing the form online.
 2.   After reviewing the materials, click the following link to enroll and launch the form, "Stanford University Acknowledgement of Mandated Reporter Status." Make sure the popup blocker is turned off for your browser before you launch the following link. (Link not compatible with iDevices.

https://starsexpress.stanford.edu/index.html?ref=LM_SS_LEARNING.LM_BROWSE_LEARNER.GBL&type=COURSE&code=OGC-0001

- ·   After login to STARS, click "Enroll" button
- ·   On next page, click "Continue" button
- ·   Click "Launch" button
- ·   Click "I agree"
- ·   Click "Submit" to complete your acknowledgement

Interning

Internship - An internship, approved by the department, may be substituted for one TA quarter (see below).

POLICY

Vice Provost for Graduate Education
> Graduate Academic Policies and Procedures
> http://gap.stanford.edu/7-3.html

Dean of Research
> Graduate Financial Support Policy Manual
> http://www.stanford.edu/dept/DoR/gfs/Sec1.html

Bechtel International Center
> International Students
> http://icenter.stanford.edu/students/current/fellowship_asstship_warning.html
> http://www.stanford.edu/group/efs/tatrain.html
> http://icenter.stanford.edu/students/current/employment_oncampus.html

Judicial Affairs
> http://www.stanford.edu/dept/vpsa/judicialaffairs/about/welcome.htm

> The Fundamental Standard
> http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/fundamental.htm

> Honor Code, Code of Conduct
> http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm

> http://institutionalcompliance.stanford.edu/conduct/

> http://www.stanford.edu/dept/ocr/intolerance.html

Office for Accessible Education
> http://www.stanford.edu/group/OAE/
> http://studentaffairs.stanford.edu/registrar/faculty/access-policies

FERPA
> http://gap.stanford.edu/8-2.html

Registrar
> Accessibility Policy
> http://registrar.stanford.edu/faculty/policy/index.htm

> Sexual Harrassment
> http://www.stanford.edu/dept/registrar/bulletin/4776.htm

> Grading
> http://registrar.stanford.edu/faculty/grading/index.htm?id=1
> http://studentaffairs.stanford.edu/registrar/students/grades-definition?id=2
> http://registrar.stanford.edu/students/courses/evals.htm?id=2

Course Scheduling
http://registrar.stanford.edu/faculty/scheduling/class_time_std.htm?id=1
http://registrar.stanford.edu/faculty/scheduling/allowable_times_list.htm?id=1

Final Study List Deadline
http://studentaffairs.stanford.edu/registrar/academic-calendar-new

Final Examination and End of Term
http://registrar.stanford.edu/students/courses/exams.htm?id=2
http://registrar.stanford.edu/pdf/end_qtr_and_exam_info.pdf
http://studentaffairs.stanford.edu/registrar/faculty/end-of-term

Undergraduate Academic Life
http://ual.stanford.edu/FS/AcademicPoliciesandRegs.html

RESOURCES

COURSEWORK, AXESS, AND STANFORD SYLLABUS

http://www.stanford.edu/group/coursework/docsUser/adminHelp/ch12.html or
http://www.stanford.edu/group/coursework/docsUser/adminHelp/index.html
https://coursework.stanford.edu/portal
https://syllabus.stanford.edu/mercury/stanford.syllabus.standalone/mercury/list_view
http://www.stanford.edu/group/syllabus/faqs/
http://studentaffairs.stanford.edu/registrar/faculty/heoa
http://www.aacrao.org/transcript/index.cfm?fuseaction=show_view&doc_id=4134
http://library.stanford.edu/libraries_collections/copyright_reminders/

EVALUATIONS

http://ctl.stanford.edu/interpret.pdf
http://www.stanford.edu/dept/registrar/faculty/course_evaluations/index.htm
http://studentaffairs.stanford.edu/registrar/faculty//course_evaluations/OCE-Axess.htm
http://midterm.stanford.edu/evaluation/
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1A.pdf
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1B.pdf
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1C.pdf

TEACHING ASSISTANT RESOURCES

Office of Accessible Education (OAE) http://www.stanford.edu/group/DRC/
Undergraduate Academic Life (UAL) http://ual.stanford.edu/
Counseling and Psychological Services (CAPS) http://vaden.stanford.edu/caps/index.html
Office of Ombuds http://www.stanford.edu/dept/ombuds/

Residential Education and Academic Directors
http://www.stanford.edu/dept/resed/Staff/
http://parents.stanford.edu/newsletter/09winter/advising.html

Center for Teaching and Learning (CTL) http://ctl.stanford.edu/TA/
http://ctl.stanford.edu/handouts/
http://ctl.stanford.edu/Faculty/course_design.html
http://ctl.stanford.edu/Oralcomm/tutoring.html
http://ctl.stanford.edu/Newsletter/

http://vpue-fmpform1.stanford.edu/ctl/search-book.html

Introduction to Humanities (IHUM)
https://www.stanford.edu/dept/undergrad/ihum/resources/protected/policies.html

Program in Writing and Rhetoric (PWR)
http://www.stanford.edu/dept/undergrad/pwr/pwr/instructors/

Copyrights
http://fairuse.stanford.edu/
http://stanford.edu/dept/legal/faqs/ip.html
http://library.stanford.edu/libraries_collections/copyright_reminders/
http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/other.copyfile.htm
http://www.knowyourcopyrights.org/resourcesfac/faq/

COMPLIANCE AND FINANCIAL

http://www.uscis.gov/files/form/i-9.pdf

OTHER RESOURCES

http://www-linguistics.stanford.edu/resources/ta-manual/
http://www-linguistics.stanford.edu/resources/ta-manual/Handout_Books.pdf
http://philosophy.stanford.edu/departmental-information/graduate-program/ta-guide/resources/
http://www.stanford.edu/group/biograds/TA%20resources.html
http://history.georgetown.edu/resources/taresources/
http://isites.harvard.edu/icb/icb.do?keyword=k24101&pageid=icb.page123718

TEACHING ASSISTANTSHIP ASSIGNMENT TIMELINE

1.) Receive confirmation of TA quarter assignment on or by August 1st.
2.) Receive confirmation of TA course assignments on or by the first Friday of a given quarter. In the case of an autumn quarter assignment, receive confirmation of the TA course assignment on or by August 1st.
3.) After receipt of TA quarter/TA course assignment, contact faculty instructor.
4.) Arrange for TA desk copy(s) with Academic Coordinator using the department purchasing card at the Stanford Bookstore; or, using the department purchasing card via Amazon.com
5.) Receive access/proxy assignment from faculty instructor for CourseWork and/or AXESS.
6.) Confirm class meeting time and day, as well as section(s) meeting time and day with faculty instructor.
7.) Contact the department's Academic Coordinator to set-up or revise section(s), if applicable.
8.) Arrange for mid-term evaluation of Teaching Assistantship performance (optional).
9.) Arrange for final exam schedule with Academic Coordinator.
10.) Arrange for end of quarter teaching evaluation by undergraduate students enrolled in the course and/or by the faculty instructor for the course.