Handbook for Teaching Assistants (TAs) Who Teach Cinema and Comparative Literature Courses

(This handbook is not for CCL graduate students who teach in other departments.)

Other handbooks that TAs should read:

Center for Teaching Handbook for TAs
http://www.centeach.uiowa.edu/TAhandbook.shtml

College of Liberal Arts and Sciences Academic Handbook
http://www.clas.uiowa.edu/students/handbook/
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA Offices and Telephone Numbers</td>
<td>3</td>
</tr>
<tr>
<td>Computers in TA Offices</td>
<td>3</td>
</tr>
<tr>
<td>Book Orders</td>
<td>3</td>
</tr>
<tr>
<td>Required Bookstore and Textbook Information</td>
<td>3-4</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>4</td>
</tr>
<tr>
<td>Required Syllabus</td>
<td>4-5</td>
</tr>
<tr>
<td>Office Hours</td>
<td>5</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>6</td>
</tr>
<tr>
<td>Instructor’s Option to Drop for Nonattendance</td>
<td>6</td>
</tr>
<tr>
<td>How to Cancel a Class</td>
<td>6</td>
</tr>
<tr>
<td>How to E-mail the Students Who Are in the Class You’re Teaching</td>
<td>6-7</td>
</tr>
<tr>
<td>Final Exam Schedule</td>
<td>7</td>
</tr>
<tr>
<td>Online Grading and First Official Class Lists</td>
<td>7</td>
</tr>
<tr>
<td>Student Evaluations of Teaching</td>
<td>7-8</td>
</tr>
<tr>
<td>Exam Books</td>
<td>8</td>
</tr>
<tr>
<td>How to Change a Grade</td>
<td>8</td>
</tr>
<tr>
<td>Turnitin, Plagiarism Detection Tool</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>8</td>
</tr>
<tr>
<td>Copying</td>
<td>8</td>
</tr>
<tr>
<td>Printing</td>
<td>9</td>
</tr>
<tr>
<td>How to Use a Classroom for an Extended Class Period</td>
<td>9</td>
</tr>
<tr>
<td>How to Request a Classroom Change for a Course</td>
<td>9</td>
</tr>
<tr>
<td>How to Request a Time and/or Day Change for a Course</td>
<td>9</td>
</tr>
<tr>
<td>How to Reserve a Classroom for a Shoot</td>
<td>10</td>
</tr>
<tr>
<td>How to Reserve CCL’s Conference Room</td>
<td>10</td>
</tr>
</tbody>
</table>
TA OFFICES AND TELEPHONE NUMBERS

TAs who have an office in BCSB or AJB during the fall semester and won’t be teaching for CCL during the following spring semester, must move out of their office and return their key to Jenny Ritchie by January 1st. TAs who have an office in BCSB or AJB during the spring semester and won’t be teaching for CCL during the summer or the next fall semester, must move out of their office and return their key to Jenny by June 1st. TAs who are assigned an office in BCSB or AJB for the fall semester may move into their office after July 31st. Spring TAs may move into their office after January 2nd.

The telephone numbers for the offices in BCSB are: 353-2269 (321), 335-2197 (323), 335-2240 (325). The telephone numbers for the offices in AJB are: 335-2835 (W237), 335-2844 (W239), 335-3845 (W241), 335-3849 (W243). Put your office number ONLY on your syllabus - do not put the Shared Service Center’s staff numbers as yours. Students who need to contact TAs may contact the departmental office (335-0330) for emergencies only.

COMPUTERS IN TA OFFICES

- Log on with your hawkid and password.
- If a computer isn’t working, contact CCL’s computer consultant, mike-hendrickson@uiowa.edu.
- Do not remove the computers from the offices!
- Never save anything on a UI-owned computer that isn’t backed up.
- Mike Hendrickson can pull machines out of offices at any time without seeking permission from the users.
- Since the computers are not assigned to individuals, please share them.
- The computers should be used for teaching purposes only.
- Do not use a computer in a TA office to clone your personal computer.
- If you have a personal computer in one of CCL's offices, you are required to tag it so that Mike doesn't remove it. The tag should indicate whose computer it is, and that the UI doesn't own it. It should be a permanent tag because Mike often removes/replaces computers, and we don't want him to remove a computer that CCL doesn't own.

BOOK ORDERS

TAs who need assistance ordering textbooks should contact their course supervisor. The main office does not keep book order forms on file.

REQUIRED BOOKSTORE AND TEXTBOOK INFORMATION

Federal legislation requires that textbook information be included on ISIS in time for early registration. UI compliance with this federal legislation is tied to federal financial assistance and thus is extremely important. Visit section 11, section (d) of the HEO Act (http://www.nacua.org/documents/heoa.pdf) for details concerning the legislation.

The College has asked departments to not include ISBN information and other detailed textbook information within the ISIS description. Instead, they want instructors to choose a local bookstore or bookstores (University Book Store, Iowa Book, and Prairie Lights Books) and order their texts well before Early Registration. Links to the bookstores will be available to students via ISIS with the required books posted as soon as they are ordered and in stock.
TAs need to do the following so that CCL will be in compliance:

1. Order textbooks before Early Registration begins if the teaching assignments are made by then. They must be ordered at least four weeks before the beginning of the session.

2. Email the bookstore information to the course supervisor and to Sarah Moeller at sarah-moeller@uiowa.edu. Do not send them textbook information. Your email should include the name of the bookstore(s) (University Book Store, Iowa Book, and/or Prairie Lights) and the course title and number (including the section #). If you are not using any of the bookstores, or no textbooks or reading materials are required, please let your course supervisor and Sarah know.

After the course supervisor or Sarah posts the name of the bookstore on ISIS, the bookstore will then post all relevant information. TAs are required to order texts in the normal manner as soon as possible since the bookstore can only post the materials once they are ordered.

**COURSE DESCRIPTIONS**

Sarah Moeller is responsible for entering and deleting course descriptions in MAUI. TAs (with the approval of their course supervisor) should e-mail their description directly to Sarah at sarah-moeller@uiowa.edu.

**REQUIRED SYLLABUS**

Instructors are required to submit one copy of their syllabus to Jenny Ritchie to be kept on file in the departmental office. Before classes start, TAs should have their course supervisor approve their syllabus by forwarding it to them in Word or pdf format. The course supervisor will then forward the approved syllabus (cc’ing the TA) to Jenny. This should be completed before distributing it to students.

TAs should check with their course supervisor regarding deadlines for this approval process. An approved copy of it should be submitted to Jenny before classes begin, but no later than the Friday of the first week of classes. If Jenny does not receive it by then, she will deactivate the TA’s copy code.

TAs should peruse the following websites before creating their syllabus to ensure that the required information is included on it: [http://clas.uiowa.edu/faculty/teaching-policies-resources](http://clas.uiowa.edu/faculty/teaching-policies-resources) and [http://clas.uiowa.edu/deos/mailing/july-3-2013/required-syllabus-content-fall-courses](http://clas.uiowa.edu/deos/mailing/july-3-2013/required-syllabus-content-fall-courses). Even though the first website has a “For Faculty” heading, the Teaching Policies and Resources are for all instructors.

A syllabus template can be found at: [http://clas.uiowa.edu/faculty/teaching-policies-resources-syllabus-template](http://clas.uiowa.edu/faculty/teaching-policies-resources-syllabus-template).

TAs who need help creating their syllabus should contact their course supervisor.

**Important information for TAs who teach courses that have a lecturer and discussion sections (not stand-alone courses):** Sometimes the lecturer will create the syllabus and submit it to Jenny. The lecturer might ask the TAs who teach the discussion sections to create an addendum for their section that does not have to be submitted to Jenny. Below is an example (copied from ISIS) of a course that has a lecturer (AAA - Steve Choe) and discussion sections (A01 and A02):
048:002:AAA  **Survey of Film**  
Instructor: Steve Choe  
Time & Location: 12:30P - 1:20P MW 101 BCSB  
048:002:A01  **Survey of Film**  
Instructor: TA  
Course Supervisor: Steve Choe  
Time & Location: 1:30P - 2:20P W E138 AJB  
Time & Location: 1:30P - 3:45P M 101 BCSB  
048:002:A02  **Survey of Film**  
Instructor: TA  
Course Supervisor: Steve Choe  
Time & Location: 2:30P - 3:20P W 205 BCSB  
Time & Location: 1:30P - 3:45P M 101 BCSB  

**OFFICE HOURS**

Instructors are required to e-mail their office hours to Jenny Ritchie at jennifer-ritchie@uiowa.edu no later than the end of the first week of classes.

The *College’s office hours policy:*  
Every member of the instructional staff is expected to hold at least three published office hours per week and to be available before and after class and at other times by appointment for a reasonable amount of time. This requirement can be found at [http://clas.uiowa.edu/faculty/teaching-policies-resources-time-committed-instruction](http://clas.uiowa.edu/faculty/teaching-policies-resources-time-committed-instruction).

CCL’s *office hours policy:*  
During the semester that a TA teaches one discussion or laboratory-discussion section, he or she is required to hold at least one published office hour per week and to be reasonably available for appointments.

During the semester that a TA teaches two discussion or laboratory-discussion sections, he or she is required to hold at least two published office hours per week and to be reasonably available for appointments.

During the semester that a TA is the Modes coordinator and teaches one Modes laboratory-discussion section, he or she is required to hold at least two published office hours per week and to be reasonably available for appointments.

During the semester that a TA teaches two discussion or laboratory-discussion sections and one stand-alone course, he or she is required to hold at least three published office hours per week and to be reasonably available for appointments.

During the semester that an instructor teaches one stand-alone course, he or she is required to hold at least two published office hours per week and to be reasonably available for appointments.

During the semester that an instructor teaches two stand-alone courses, he or she is required to hold at least three published office hours per week and to be reasonably available for appointments.

TAs should contact their course supervisor if they have questions.
DROP/ADD

The staff in The Shared Service Center (105 BCSB) can sign Drop/Add slips by proxy for advisors and Drop slips by proxy for instructors. They do not sign Add slips for instructors.

INSTRUCTOR’S OPTION TO DROP FOR NONATTENDANCE (a.k.a., 8-DAY DROP RULE)

http://clas.uiowa.edu/students/handbook/registration-policies#instructors-option

The instructor needs to fill out a drop slip with the student’s name, id#, and course information and then sign it as the instructor of the course being dropped. Instructors should write “Instructor’s Option to Drop for Nonattendance” across the top of the drop slip and immediately submit it to Registration Center, 30 Calvin Hall. The Registration Center will notify the students and their advisors that they have been dropped from the course.

HOW TO CANCEL A CLASS

Instructors who cancel a class and want to post a sign on the classroom door should contact the Shared Service Center (335-0330) at least two hours before the class begins to give the staff time to post the sign. You should also follow with an e-mail to jennifer-ritchie@uiowa.edu and, if you are a TA, to your course supervisor. It’s very important that the subject line of the e-mail message is CANCEL MY CLASS to alert the staff to take immediate action. The message should include the time the class meets, course number, section number, course title, room #, and building. Also, instructors are required to e-mail their students when a class is cancelled. It is very important that instructors read the next section: HOW TO E-MAIL THE STUDENTS WHO ARE IN THE CLASS YOU ARE TEACHING.

HOW TO E-MAIL THE STUDENTS WHO ARE IN THE CLASS YOU ARE TEACHING

Message from Thomas Kruckeberg:

“The Registrar’s Office has stated that the preferred method to send email to a class is via the BCC. There is currently a move at the Federal level to change the law in FERPA stating that a student may not be anonymous within their class so that a professor can send/share a student’s email to the other students. However, under current FERPA, if a student has requested that their information not be shared (students make the requests via ISIS), instructors would in theory be violating FERPA by sending an email using the TO instead of the BCC.

Instructors should check the class-lists on MAUI to see if a student has a restriction. If an instructor just wants to check an individual, simply check and see if the student is on the university web directory. If you can’t find a student on the web directory, they have asked to be restricted. Instructors could also simply announce in class or their syllabus that they plan to share email addresses with the rest of the class and that if a student wishes not to participate to please contact them.

Under the VP for Student Services website in the right to know area, we at the University of Iowa have notified students that if they are taking an electronic course even if they have restricted their information,
they may be required to share their email addresses with the class for the purpose of needed class activities and communication.

I would encourage you to honor any restrictions students have placed on their information and just use the BCC option."

**FINAL EXAM SCHEDULE**


http://clas.uiowa.edu/faculty/teaching-policies-resources-examination-policies

If students ask the departmental staff for final exam information, the staff will tell them to contact the instructor. It is the instructor's responsibility to keep students informed. Instructors should post outside their office door the course #, title, day, time, and place of their final exam(s).

**ONLINE GRADING AND FIRST OFFICIAL CLASS LISTS**

1. Go to MAUI
2. Log on with HawkID and password
3. Click on the Attendance, Midterm, and Final Grades link
4. Click on the edit icon next to the course
5. Enter grades or print the roster for the first day of class
6. Click Save and Submit. The course supervisor will then access and view the grades and submit them to the DEO.

**STUDENT EVALUATIONS OF TEACHING**

http://clas.uiowa.edu/faculty/teaching-policies-resources-student-evaluation-teaching

ACE (Assessing the Classroom Environment) forms will be distributed to instructors two weeks before final exam week. Instructors are required to have students complete evaluations at the end of every course for which CCL is the Administrative Home. They need to be completed and returned to Jenny Ritchie before finals week.

**Procedures for Student Evaluation of Teaching**

Procedures for evaluation must ensure that student evaluations are anonymous and uninfluenced by the instructor. Instructors should:

- Allow enough time for the evaluation.
- Inform students that the process is important to the instructor for improving the course and teaching methods and that constructive recommendations are taken seriously.
- Remind students that the instructor does not have access to the evaluations until after grades have been submitted.
- Designate a student to collect completed evaluations and deliver the ACE packet to the Shared Service Center (105 BCSB). The student should put the packet in the drop slot if the office is closed.
- Leave the room while students are completing the forms.
**EXAM BOOKS**

Instructors who use exam books should contact Jenny Ritchie at jennifer-ritchie@uiowa.edu at least a week in advance so that she can order more, if necessary.

**HOW TO CHANGE A GRADE**

Instructors use MAUI to submit grade changes electronically. Grade changes submitted via MAUI will be routed for approval to the DEO. The instructor will receive an email notification of the approval and the Registrar's Office will be notified to process the grade change.

To learn how to initiate a grade change, log in to MAUI and click on the word Help under MAUI at the top of the page, then click on the Submit Grade Changes link.

More helpful info can be found at: http://clas.uiowa.edu/faculty/teaching-policies-resources

**TURNITIN, PLAGIARISM DETECTION TOOL**

The University of Iowa has licensed Turnitin (http://turnitin.com/) and invites all interested instructors to utilize this tool. Support site: http://www.uiowa.edu/~provost/plagiarism/turnitin/

**PREREQUISITES**

TAs who have questions regarding the prerequisites for the course that they’re teaching should contact their course supervisor. The Registrar’s Office does not screen students for prerequisites as part of registration.

http://www.clas.uiowa.edu/students/handbook/viii/

**COPYING**

CCL will not reimburse instructors for copies made outside of AJB.

**Copy allocations support the courses TAs teach—not the courses TAs take and not personal copies.**

Plan ahead. Do not expect to make copies the day they are needed—especially during the first several weeks of each semester. The department recommends that instructors make their copies at least two days before they need them because the copier sometimes breaks down, and when that happens, there isn’t one available for instructors to use.

Instructors have access to the copier two weeks before classes begin each semester. Access is removed the last day of finals week each semester. The access code for new TAs is the last four digits of their UID. Each instructor receives 35 copies per enrolled student.
**PRINTING**

If you need course materials printed for a CCL course that you’re teaching, you can email them (must be file type: doc, docx or pdf) to Jenny Richie (jennifer-ritchie@uiowa.edu) to print for you. Please give her plenty of time (at least four hours) and make sure you tell her the course number and time and date that it’s needed. If you need the course materials for a Monday morning class, make sure you email the documents by 1:00 p.m. the Friday before. You can also ask your course supervisor to print course materials for the CCL classes that you teach. **CCL’s printers in the work room should never be used to print materials for the courses that you’re taking or personal documents.**

**HOW TO USE A CLASSROOM FOR AN EXTENDED CLASS PERIOD**

Instructors who want to use a classroom for an extended class period need to receive prior approval from Classroom Scheduling. Instructors should not assume that they can use a classroom before or after their course just because it is usually vacant at that time.

**HOW TO REQUEST A CLASSROOM CHANGE FOR A COURSE**

Instructors should send an e-mail to Sarah Moeller (sarah-moeller@uiowa.edu). They shouldn’t contact Classroom Scheduling or the Registration Center.

The following information must be included in the e-mail to Sarah:
- reason for the room change
- course #, section #, and title
- total # of seats needed
- building and room preference
- equipment needs (be specific--list EVERYTHING)

General assignment classroom information (e.g. technology, room capacity, etc.) can be found at [http://classrooms.uiowa.edu/](http://classrooms.uiowa.edu/).

**HOW TO REQUEST A TIME AND/OR DAY CHANGE FOR A COURSE**

TAs should send an e-mail to Sarah Moeller, the course supervisor, and the appropriate program head. The request must be made before early registration begins. Time and/or day changes cannot be made after students are enrolled in the course.

The following information must be included in the e-mail:
- reason for the request
- course #, section #, and title

General assignment classroom information (e.g. technology, room capacity, etc.) can be found at [http://classrooms.uiowa.edu/](http://classrooms.uiowa.edu/).
HOW TO RESERVE A CLASSROOM FOR A SHOOT

Instructors who have students in their class who need to reserve a classroom for a shoot should contact Wanda Osborn (wanda-osborn@uiowa.edu) at least five weekdays before it’s needed. Wanda will not accept reservation requests from the students who are taking the course, but she will from the instructor.

The following information must be included in the e-mail:

- reason for the request
- name of course supervisor
- course #, section #, and title
- start and end times of the event/shoot
- date of the event/shoot
- building and room number preference
- equipment needs (be specific—list everything)

HOW TO RESERVE CCL’S CONFERENCE ROOM

Reservations for CCL’s conference room, E211 AJB, should be e-mailed to wanda-osborn@uiowa.edu at least three weekdays in advance. CCL has a phone device (Polycom Soundstation) for conference calls. Arrangements for Skype may also be made in advance. Arrangements for either should be made at the time of scheduling the conference room.

Nondiscrimination Statement
The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.