Nondiscrimination Statement
The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, (319) 335-0705. Questions? Contact Us.
# Table of Contents

## Teaching Assistants
- TA Offices 3
- Computers in TA Offices 3
- Book Orders 3
- Bookstore Information 3
- Course Descriptions for Stand-Alone Courses 3
- Required Syllabus 3
- Office Hours 4
- Drop/Add 4
- Instructor’s Option To Drop for Nonattendance 5
- Canceling a Class 5
- E-mailing Students in a Class You Are Teaching 5
- Final Exams and Examination Policies 5
- Official Class Lists, Grading and Changing A Previously Reported Grade 5
- Student Evaluations of Teaching 5
- Exam Books 6
- Turnitin, Plagiarism Detection Tool 6
- Copying 6
- Printing 6
- Using a Classroom for an Extended Class Period 6
- Requesting a Classroom Change 7

## Miscellaneous
- HawkID for New Students 8
- Updating & Verifying Your Residing or Campus Addresses 8
- Mailboxes and Outgoing Mail 8
- E-Mail 8
- Listservs 8
- Travel 8
- Faculty and TA Office Hours 9
- Postings and Creating Posters 9
- Use of Department Letterhead 9
- Conferences and Workshops 9
- Reserving the Department’s Conference Room 9
- Event Planning, Co-Sponsorships, Invitations 9
Teaching Assistants

SSC (Shared Services Center) 105 BCSB – 319-335-0575

TEACHING RESOURCES:

Center for Teaching Handbook for TAs

College of Liberal Arts and Sciences Academic Handbook

TA OFFICES
Offices will be assigned to graduate students who are TAs or who are on Fellowship. Office assignments will be reviewed prior to each semester to determine if relocations need to be made due to TA assignment and or office space availability. Offices are a shared space and are to be used for office hours and other TA responsibilities.

COMPUTERS IN TA OFFICES
- If a computer isn’t working, contact our computer consultant Mike Hendrickson (mike-hendrickson@uiowa.edu).
- Do not remove the computers from the offices.
- Always keep a backup of your data. Data stored on your home drive (H Drive) is actively backed up.
- Since the computers are not assigned to individuals, please share them.
- The computers should be used for teaching purposes only.

BOOK ORDERS
TAs who need assistance ordering textbooks should contact their course supervisor.

BOOKSTORE INFORMATION
The Higher Education Opportunity Act of 2008 (HEOA) requires that UI students have information (titles, ISBNs, and retail pricing) about required and recommended textbooks and course materials before they register for classes. Course materials under the HEOA include access codes, e-books, course packets, clickers, and lab supplies. UI compliance with this federal legislation is tied to federal financial assistance and thus is extremely important.

TAs assigned to teach stand-alone courses will receive more info about this from Hope Miller before early registration begins for each semester. Faculty instructors take care of this for Lecture/Discussion courses.

COURSE DESCRIPTIONS FOR STAND-ALONE COURSES
TAs assigned to teach stand-alone courses should have their course supervisors approve course descriptions before e-mailing them to Sarah Moeller to post on MyUI.

REQUIRED SYLLABUS
Instructors are required to submit one copy of their syllabus to Hope Miller in the main office (hope-miller@uiowa.edu) to be kept on file in the departmental office. Well before classes start, TAs should work
with their assigned course supervisors to craft their syllabus and forward it to them in Word or pdf format for final approval. The course supervisor will then forward the approved syllabus (cc’ing the TA). This process must be completed before distributing the syllabus to students.

TAs should check with their course supervisor regarding deadlines for this approval process. An approved copy of the syllabus should be submitted before classes begin, but no later than the Friday of the first week of classes.

TAs should peruse the Teaching Policies & Resources, Syllabus Insert, and Required Syllabus (Template). The information is for all instructors, not just faculty.

**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 the main office. 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 the main office. Below is an example of a course that has a lecturer (AAA – John Doe) and TA-taught discussion sections (0A01 and 0A02):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Credit Hours</th>
<th>Time &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM:XXXX:0AAA</td>
<td></td>
<td>John Doe</td>
<td>0 s.h.</td>
<td>12:30P - 1:20P MW 101 BCSB</td>
</tr>
<tr>
<td>COMM:XXXX:0A01</td>
<td>Course Title</td>
<td>TA</td>
<td>3 s.h.</td>
<td>1:30P - 2:20P W E138 AJB</td>
</tr>
<tr>
<td></td>
<td>Instructor:</td>
<td>TA</td>
<td></td>
<td>1:30P - 3:45P M 101 BCSB</td>
</tr>
<tr>
<td></td>
<td>Course Supervisor: John Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM:XXXX:0A02</td>
<td>Course Title</td>
<td>TA</td>
<td>3 s.h.</td>
<td>2:30P - 3:20P W 205 BCSB</td>
</tr>
<tr>
<td></td>
<td>Instructor:</td>
<td>TA</td>
<td></td>
<td>1:30P - 3:45P M 101 BCSB</td>
</tr>
<tr>
<td></td>
<td>Course Supervisor: John Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE HOURS**

Instructors are required to e-mail their office hours to Hope Miller (hope-miller@uiowa.edu) no later than the end of the first week of classes. Required under College 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.

**DROP/ADD**

If you receive requests from students who want to either add your courses/discussion sections or change sections, tell them you can’t approve the ADD or CHANGE because COMM uses waitlists.

Students are able to add themselves to a waitlist for a class. We can't just add students to a section that is already full, sometimes due to room capacities, but mostly because it wouldn't be fair to others that have already added themselves to the waitlist.

For the fall and spring semesters, MyUI remains open for the first week of classes, and the waitlist is still the fairest system to use. After MyUI closes and students aren’t able to make changes by themselves, they need to contact our undergrad advisor, Andrea Krekel (andrea-krekel@uiowa.edu), who will assist them. She will also keep a master list for adds/drops and changes. After MyUI closes, it ceases to be accurate regarding
enrollments. Andrea’s master list will be accurate, MyUI will not. It's important that you direct students to Andrea to ensure that we manage this process appropriately. Sarah Moeller will give you more information about this before classes start each semester.

**INSTRUCTOR'S OPTION TO DROP FOR NONATTENDANCE (8-DAY DROP RULE)**
The instructor needs to fill out a Drop form 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 the Registrar’s Service Center, 17 Calvin Hall. They will notify the students and their advisors that they have been dropped from the course.

**CANCELING A CLASS**
TAs who cancel a class and want to post a sign on the classroom door should contact the SSC (335-0575) 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 and include 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, you are required to e-mail your students when a class is cancelled. It is very important that you read the next section: HOW TO E-MAIL THE STUDENTS WHO ARE IN THE CLASS YOU ARE TEACHING.

**EMAILING STUDENTS IN A CLASS YOU ARE TEACHING**
Faculty and staff utilizing e-mail correspondence with more than one student are responsible for restricting access to a student’s e-mail address if the student has requested non-disclosure of directory information. In 2009 FERPA was modified to state that a student may not be anonymous in a class even if they have restricted their data. The sharing of this information with other members of the class is at the instructor’s discretion, provided it is deemed appropriate for the success of the class. Students participating in such classes should be notified of this. An example of this might be the need to share email addresses in order to facilitate classroom interactions/discussions.

**FINAL EXAMS AND EXAMINATION POLICIES**

**OFFICIAL CLASS LISTS, GRADING, AND CHANGING A PREVIOUSLY REPORTED GRADE**
Instructions can be found in MAUI. Jacque Albrecht will give you more information about grades each semester. Important information can be found here.

**STUDENT EVALUATIONS OF TEACHING**
Beginning with the fall 2015 semester, all courses with their administrative home in CLAS will use the ACE (Assessing the Classroom Environment) online forms.

**ACE Online Procedures**

- ACE online forms for regularly scheduled courses will be available for students two weeks before the final examination week begins and will close at midnight on the Sunday before the start of the final exam week.
- For all regularly scheduled courses, students will receive an email informing them that the evaluations have been opened.
- For regularly scheduled courses, forms are generally ready to be viewed by the instructor online by the fourth week of the semester. This time varies for off-cycle courses depending on the course’s start and end dates.
• It is not possible for a mass email to be sent to students in off-cycle courses, such as a First-Year Seminar. Instructors teaching off-cycle courses should remind their students to complete the forms at the end of the course period.

• All CLAS students and instructors may access the forms through ICON (login, click on the Student tab at the top of the page, choose "Course Evaluations," and then login to CollegeNet). Instructors do not need to have a course on ICON to use ICON to access the evaluation forms. ICON simply provides a login portal to the evaluation site and is available in this capacity whether or not the instructor uses ICON.

• After logging in through ICON, students and instructors will see the evaluation dashboard. Students will find their evaluations for all of their UI courses using the online system listed on this one page.

• Instructors wanting to add their own questions to a course evaluation form may do so at the evaluation dashboard but must add the questions before the forms open for students' use. Once opened for students, the evaluations forms cannot be changed.

• Each instructor is able to access their course evaluation results around three days after grades are posted. At the same time that instructors can view the results of the evaluations, DEOs and key departmental administrators (or a delegate) may also review evaluation results.

• All results from course evaluations are accessible to the instructor as long as the instructor has a valid HawkID and password, providing easy access to these materials online. Evaluation results should also be downloaded and saved by the instructor or by the department. (See below for more information on the use and keeping of online evaluation forms.)

**EXAM BOOKS**
Instructors who use exam books should contact the Hope Miller in the main office at least a week in advance so that more can ordered, if necessary.

**TURNITIN, PLAGIARISM DETECTION TOOL**
The University invites all interested instructors to utilize this tool.

**COPYING**
Instructors won’t be reimbursed for copies made outside of the department. Copy allocations support the courses TAs teach—not the courses TAs take and not personal copies.

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 Communication Studies course that you’re teaching (so that you can make copies for your class), you can email them (must be file type: doc, docx or pdf) to Hope Miller in the main office to print. Please give plenty of time (at least 48 hours) and make sure you indicate the course number and time and date that it’s needed. You can also ask your course supervisor to print course materials for you.

**USING 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. Don’t assume that you can use a classroom before or after your class just because it is usually vacant at that time.
REQUESTING A CLASSROOM CHANGE FOR THE CLASS YOU’RE TEACHING

E-mail the request to Sarah Moeller. Don’t contact Classroom Scheduling or the Registration Center. Because of Registrar policies and deadlines, requests must be emailed to Sarah by December 15 for spring classes and July 15 for fall classes.

The following information must be included in the e-mail:
reason for the room change
course #, section #, and title
total # of seats needed
building and room preference
Miscellaneous

HawkID FOR NEW STUDENTS
Upon application to the program via Graduate Admissions, you will have been able to create your HawkID and password.

UPDATING AND VERIFYING YOUR RESIDING OR CAMPUS ADDRESS
Go to Employee Self Service
Enter your Hawkid and password
Under the Personal tab/page, click Name/Address/Phone Change under Name, Address & Hawk Alert.

Students should also maintain address information via MyUI using their Hawk ID and Password to log on.

MAILBOXES AND OUTGOING MAIL
Mailboxes for on-campus graduate students and the outgoing mailbox are located in BCSB. The mailboxes are for university-related mail only—no personal mail, please. Check your mailbox regularly. If you leave campus for a semester or during the summer, please do not have the post office forward your personal (home) mail to the department.

E-MAIL
All departmental email messages will be sent to your uiowa.edu address so it’s important that you check your email often. If you are currently using another email service and would like to keep it as your email provider, link the two accounts so that mail sent to your UI email address will be re-routed to your personal email address. Please be aware that if you redirect your uiowa account to another ISP, you may lose your ability to post messages to the listservs (see below).

LISTSERVS
Only members of the listservs can send messages to them unless otherwise indicated. If you are not a member of a listserv that you’d like to send a message to, please send it to commstudies-inquiry@uiowa.edu and indicate what listserv(s) it should be forwarded to. Contact the main office (335-0575) should you have questions or need help.

TRAVEL
The department has allocated funds for graduate student travel. Eligibility requirements will be e-mailed to students. If you are eligible, please follow this process:

1. PRIOR to traveling or making any purchases, speak with the Department Administrator Jacquie Albrecht regarding eligible expenses and receipts.
2. Complete and submit a Travel Request Form to Jacquie Albrecht (jacquie-albrecht@uiowa.edu).
3. A "trip" will be set up for you and you will be assisted regarding any reimbursements.
4. Scan and email all of your receipts to our University Shared Services Rep Jenny Ritchie at uss-commstudies@uiowa.edu when seeking reimbursement.

All travel must be processed through workflow via ProTrav before the trip begins. You must approve the trip request and continue its routing in workflow. Travelers are also required to read and understand the travel policies.
**FACULTY AND TA OFFICE HOURS**
Office hours are posted outside the SSC 105 BCSB and [here].

**POSTINGS AND CREATING POSTERS**
If you are creating a poster to publicize a department-sponsored event, you must comply with the University’s identity standards. The Department Administrator can assist with this and can approve your poster before it’s copied and posted.

**USE OF DEPARTMENT LETTERHEAD**
You can use the department’s e-letterhead to write letters of recommendations for students you have taught. If you want to use the department’s e-letterhead, please contact the main office. Please don’t forward letterhead to others.

REMINDER: University employees may NOT use letterhead to advertise their own entrepreneurial activities on- or off-campus (e.g., consulting), as this is explicitly prohibited by the policy on [Conflict of Interest in the Workplace](#).

**CONFERENCES AND WORKSHOPS**
Communication Studies complies with CLAS practices that recommend using the [UI Center for Conferences](#) to plan, organize, and administer all faculty and/or student-initiated conferences or workshops. To this end, the department requires anyone requesting departmental funds for such events to consult with the DEO and with the Department Administrator BEFORE submitting proposals for support so that they can advise on the best way to proceed.

**RESERVING THE DEPARTMENT CONFERENCE ROOMS**
Reservations for the department’s conference rooms (108 BCSB and 209 BCSB) may be made by contacting the main office. The department has a phone device (Polycom Soundstation) for conference calls. Arrangements for Skype or videoconference may also be made in advance. Arrangements for either should be made at the time of scheduling the conference room.

**EVENT PLANNING, CO-SPONSORSHIPS, INVITATIONS**
At the earliest moment possible in your planning for visitor invitations, co-sponsorships, or anything else that might involve the department in paying money for anything, please contact the Department Administrator. Also, most internal grant applications require the DEO to sign off on them, but once in a while you might come across one that doesn’t. Please still communicate with the Department Administrator and the DEO about your plans.