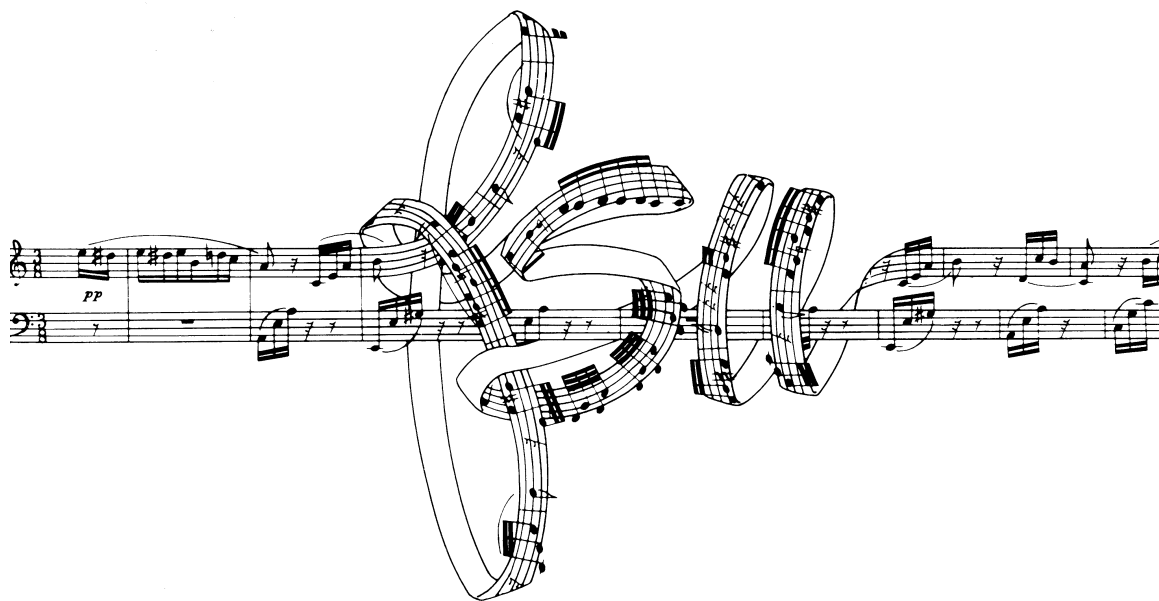


**Florida State University
College of Music**

**Manual
For
Graduate Teaching
Assistants**



Updated: January 24, 2019

Table of Contents

Introduction.....	3
College of Music Contact Information.....	3
Course Design.....	4
Preparing a Syllabus.....	4
Lesson Planning.....	6
Applied Music Teaching Techniques.....	7
Grading Policies and Procedures.....	8
Classroom Management.....	9
Ethical Issues in the Classroom.....	9
Academic Honor Policy.....	9
Employment Paperwork & Required Documentation.....	10
Maximum Assistantship Funding Policy.....	10
Tuition Waivers.....	11
Fees.....	11
Health Insurance and Subsidy Information.....	11
Obtaining Florida Residency.....	12
Paychecks.....	12
Mailboxes.....	12
Keys.....	12
SPEAK Test.....	13
Canvas Information and Training.....	13
Program for Instructional Excellence (PIE) Training.....	13
Graduate Assistant Union.....	14
Sexual Harassment Policy and Mandatory Training.....	14
TA Evaluations.....	19
Course Evaluations – Student Perception of Teaching.....	20
Mandatory First Class Meeting Attendance Policy.....	20
Copyright / Fair Use.....	20
University Final Examination Policy.....	20
Textbook Policies.....	21
Family Educational Rights and Privacy Act (FERPA).....	22

Introduction

Welcome to the College of Music! Congratulations on receiving a graduate teaching assistantship. It is our sincere hope that this opportunity will prove to be a rewarding and fulfilling experience. The purpose of this *Handbook* is to outline certain responsibilities and expectations and to provide a reference source for you to consult when certain situations arise in your classes. This document will include information that is unique to the College of Music. The *Handbook* will also be utilized in conjunction with a graduate teaching workshop to be held during orientation week prior to the start of fall semester classes. In that workshop you will have the opportunity to learn of these responsibilities and expectations and get your questions answered.

It is hoped that your teaching experience in the College of Music will be both successful and rewarding. Do not hesitate to contact the Graduate Office if you need assistance or additional guidance and information.

College of Music Contact Information

Florida State University
College of Music
122 North Copeland Street
Tallahassee, FL 32306-1180

Phone: (850) 644-3424
Fax: (850) 644-2033

Graduate Music Office:

Lauren Smith
204-A, Housewright Music Building
Phone: (850) 644-5848

Course Design

To ensure uniformity and continuity, courses taught by Graduate Teaching Assistants (TAs) in the College of Music are designed by the area coordinator or faculty supervisor. These courses are all core requirements for music major students or liberal studies courses for non-majors, and there is little or no room for variability in content. This is particularly critical in areas such as history, theory, and ear training where there exist multiple sections of the same course taught by several different TA's.

Preparing a Syllabus

Because of the course content as described above, the course syllabus will often have been designed for you by the area coordinator or the faculty supervisor. Learning to prepare a course syllabus is important to your future career, however, so the mechanics and specifics of syllabus design are outlined in the following paragraphs.

The syllabus functions as a contract between the students and the faculty member in that it outlines what is expected of the students, how their work will be evaluated, and what grade they will receive in return for a particular quality of work.

The syllabus must include the following components:

- A. Course Objectives: These statements indicate what the students will gain from the course. What will they know or be able to do at the end of the course that they didn't know/couldn't do before they took the course?
- B. Instructor Information: The instructor's name, office, telephone number, and office hours must be prominent on the syllabus.
- C. Course Information: The course name, number, and number of credits should be listed on your syllabus.
- D. Course materials: All books and materials required for the course should be listed. If special materials are required other than standard textbooks, tell students where these can be acquired.
- E. Schedule of Classes: The syllabus should include an overview of each class session, the readings required, and the assignments due.
- F. Evaluation: Students must be informed of the components of the course on which they will be evaluated and the weight of each component. For example: "*4 exams and 4 written assignments of equal weight*"; or "*Midterm (30%); Final Exam (30%); Term Paper (40%)*." This is true even if the course is graded S/U. What are the criteria for a grade of "S"? For a grade of "U"? IF attendance and/or class participation is part of the

final grade, this must be clearly stated, and the penalty for absenteeism or lack of participation should be explained. For example: *“After 2 unexcused absences, each additional unexcused absence will lower your final grade by 2%.”* Grading class participation is very difficult even in a class with a few students. Monitoring class participation is very time consuming and fraught with potential error. It is highly recommended that you not include class participation as a component for evaluation unless you have a foolproof method for monitoring and evaluating such participation.

- G. Grading Scale: You must include a grading scale in your syllabus. (A = 94-100; A- = 92-93; B+ = 90-91, etc.)
- H. Americans With Disabilities Act Statement: This is required in all courses, especially those where absences and/or tardiness will affect grades. Your syllabus must include the following language:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdr@admin.fsu.edu

<http://www.disabilitycenter.fsu.edu/>

- I. Academic Honor Policy: The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University."• (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>)
- J. University Attendance Policy: Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious

holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Recommended language for syllabi:

- A. Syllabus Change Policy: "Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."

- B. Free Tutoring from FSU: On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

A syllabus containing all of the above information will eliminate many problems in the classroom. Students must know what is expected of them and how they will be graded for the work they do in your class. Be aware that students can appeal a grade awarded in a class if they can demonstrate that they were evaluated in violation of the instructor's printed grading standard. Thus, it is imperative that this be clearly specified on the syllabus.

Lesson Planning

The old saying, "Plan your work, and work your plan," while it sounds overly simplistic, may contain more than just a kernel of truth. While this document cannot possibly deal with all the variables associated with lesson planning, it will attempt to outline some of the basic techniques.

Probably the greatest challenge in planning a lesson for a class of first or second-year college students is the range of abilities represented in the class. Although not as wide a range as one might encounter in high school classes, differences among students in classes such as ear training and sight singing could be significant. While one might be tempted to "teach to the middle" of the class and hope that those above and below the average will somehow "catch on" or else not get bored (depending upon whether they are below or above average, respectively), this technique may not be the best. Even though it is not possible to deal individually with every student, it is important to try to tailor the instruction to the various ability levels represented in class, even if you have to schedule a help session out of class.

Another challenge is to be certain that you plan lessons so that all the required material is covered. This will be difficult if you have had little or no teaching experience. You will soon determine your pace in a class and may have to revise the schedule of subsequent classes as you go. For classes that have multiple sections, e.g., theory and history, the schedule of classes will

be determined by the major professor or supervisor. Then, your challenge will be to ensure that you cover the same amount of material that all other sections are covering.

Just “covering” the material, however, is only half the process. You must take measures to ensure that students are actually learning the material covered in class. While these issues are covered more in depth in subsequent sections of the manual, suffice to say that frequent evaluation, even if informal, is important to ascertain what students are learning. There are any number of techniques available to you, including quizzes, questioning techniques, writing a summary paragraph, and more performance-based activities, such as taking dictation, singing or playing music at sight, etc. You will need to spend considerable time on this aspect of lesson planning.

Finally, this manual will not attempt to tell you the best or only way to keep track of your plans. Some teachers use notebooks, note cards, computer files, etc., but the choice of method is up to you. Just be certain that you keep track of your plans and how much you have covered during each class session. It is important not to throw this material away at the end of the semester! Once you have taught a course the first time, these kinds of notes and documents will make the second iteration of the class much easier to plan.

Applied Music Teaching Techniques

Many of you will be assigned to teach students individually, and this is probably the type of teaching with which you will be most familiar. It is not unusual for graduate students to have been teaching privately for 6-8 years or more. While it might seem that a syllabus and lesson planning are required for all courses except applied music, this is not the case. As an applied music instructor you are just as liable to be faced with a grade appeal or other problem as you would be if you were teaching a class of 200 students.

While this handbook cannot possibly cover all the techniques of applied teaching, it will attempt to highlight some of the tips that have been passed on by other graduate teaching assistants over the years.

The following suggestions are for your use in the applied studio. These are not specific to any one applied area, but are instead applicable to all.

1. Create a syllabus for applied music that includes all of the items listed in “Preparing a Syllabus.” Students studying applied music have to know on what criteria they will be graded just the same as students enrolled in regular classes. As with other classes in which there are multiple sections, you may be teaching in an applied area with 3-4 other assistants, and there may be a common syllabus created by the major professor/supervisor. Don’t let the absence of a common syllabus stop you, however. Make up your own if one doesn’t exist.
2. Keep a log of every lesson for every student. This can be accomplished most easily in a loose-leaf notebook or on a laptop computer. Keep track of student’s progress each week, what material was assigned, what material was performed, record of absences and

excuses, and any other notes you deem pertinent. Remember, you cannot have too much data when confronted with a student concerned about his/her grade.

3. Be certain that you are familiar with the jury and grading process for your area and for the College of Music in general. Know when your students must perform a jury and be certain that you have prepared them to do so to the best of your ability and in a timely fashion. Be aware and alert, and don't be afraid to ask questions of either your supervisor or colleague graduate assistants.
4. Don't be afraid to check on students' excuses for missed lessons or other assigned tasks. There are formal procedures for requesting medical excuses (through the Student Health Center), and you should always require students to follow those procedures. If they claim illness as an excuse for missing lessons, then they should go or have gone to the Student Health Center for treatment and a doctor's excuse. Do not be afraid to call the Center or a student's private doctor for verification of handwritten excuses (although Thagard will not issue informal documents to you or anyone else – they will be on official forms). If a student brings an excuse from an independent physician, send them to the Student Health Center anyway for certification of these documents.
5. Students are likely to work best when they are goal oriented and when goals are structured so that they can be attained. Work with your students to set goals; it is not enough for you to set goals for them. They must take an active role in this process. Once these goals have been established, students will be more inclined to work toward achieving them.
6. You may find it more difficult to establish a working relationship with your students than will the TA who stands in front of a class of 30-200 students, because you will constantly be walking a fine line between being a "friend" and being a "mentor/instructor." It is recommended that you always choose the mentor/instructor side of that line. You must be able to achieve an objective assessment of your student's work, and that will be difficult if you are treating them as your "friends."
7. Be sensitive to the issue of touching your students. There are numerous ways to work with breathing, hand position, bow grip, etc., and you should opt for the ones that require no physical contact. In these instances, demonstration is the best option. If you decide that an issue can only be addressed effectively by your touching them, then ask them for their permission to do so.

Grading Policies and Procedures

Grading policies and procedures need to be clearly stated on the syllabus distributed at the first meeting of the class. See above for specific details in this regard.

The process of assigning grades for work accomplished is challenging, particularly in the area of applied music. At the basic level, a student is evaluated on the achievement of goals set for

(and/or by) the student. The level of achievement of those goals corresponds directly to the grade assigned for the project or for the entire class. It is to your advantage to make the grading process as objective as possible, e.g., on a point system or some similar procedure.

Assigning grades for applied music can be more subjective than assigning grades for an academic class. It is most desirable that goals be established by/for each student as soon as possible at the beginning of each term of study and that grades be associated with specified levels of achievement.

Classroom Management

Classroom management is an area of research that has elicited an enormous amount of research. Almost every section of this manual pertains to classroom management to some extent. At the very least, effective classroom management ensues when students have a respect for the instructor – a respect that must be earned. This respect is often based upon an instructor’s personality; or perhaps it is based on command of subject matter. For other GAs this respect is earned once students realize that the GA is a “genuine” person and not someone who is trying to put up a false front.

It is difficult if not impossible to demand respect in a classroom, but that does not mean that you should not demand certain types of behaviors or the establishment of a particular classroom decorum that might lead to greater respect.

You will have to make several decisions about these issues before walking into the classroom or studio on the first day. What kind of clothes will you wear? Will you allow the students to address you by your first name? These are seemingly easy questions to answer, but they are more difficult than you might think. Some GAs can get by with wearing jeans and a sweatshirt to class, while others cannot. Others can be successful and command the respect of their students even if they use first names. You must determine your comfort level with these issues. Take the lead of your supervising professor(s) but be true to yourself and operate at your own comfort level.

Ethical Issues in the Classroom

It is important to establish and maintain appropriate professional boundaries as a teaching assistant. Avoid dating your students or socializing with them outside of the classroom.

Academic Honor Policy

Florida State University students operate under a well-defined academic honor code. A statement reminding students of the Code should always be a part of a syllabus for a course (including applied music). An example of such a statement is included above, and the complete text of the Honor Code can be found in the University Bulletin and online at the following website:

<http://facsenate.fsu.edu/Curriculum-Resources/syllabus-language>

This code includes not only details of what constitutes violation of the code, but also includes procedures that should be followed if the code has been violated. It is your responsibility as an instructor to monitor this situation and report violations of the Code through the Graduate Music Office, directly.

Keep in mind the fact that enforcement of the Code after the fact rarely is effective. If you see that a student is cheating on an examination, you must confront the student right there and deal with the situation immediately. Recent research indicates that the mere presence of the instructor in the classroom (with frequent trips around the classroom) during an examination will lower the instances of cheating on examinations. This only makes sense – students are much more likely to violate the Code when they know the chances of being caught are minimal.

Determining infractions of the Code in term papers and other types of assignments is certainly more difficult than determining infractions during examinations. If you have even the slightest suspicion of a violation, take whatever steps are necessary to determine whether a violation has occurred. Again, please do not hesitate to consult your major professor or the Graduate Office for assistance.

Employment Paperwork & Required Documentation

Signing your assistant offer contract does not automatically make you an employee of Florida State University. You must be appointed for work for FSU before you will receive your stipend. To do this, you must fill out a New Employee Forms Wizard if you have not worked for FSU in the past 12 calendar months. You **MUST** provide a valid, signed social security card. This card is required of every FSU employee and no exceptions can be made nor other forms of identification used in its place. International students must provide the following documents before you can be appointed to work: social security card, I-20 student copy, valid passport and visa, and IAP-66 or its equivalent. All questions concerning the New Employee Forms Wizard must be directed to the College of Music Fiscal Office: (850) 644-0415.

Maximum Assistantship Funding Policy

The College of Music allows for maximum assistantship funding as follows: four (4) semesters for Master's students and six (6) semesters for most Doctoral students (PhD Music Theory students receive up to 8 semesters). Students who complete a (funded) graduate degree in the College of Music, and elect to earn a second graduate degree here, may receive funding up to four (4) semesters for a second Master's degree and up to six (6) semesters for a Doctoral degree. Individuals pursuing exceptions to this policy must submit the "Petition for Waiver of Assistantship Policy on Maximum Term of Appointment," available in the Graduate Music Office. Renewals are contingent upon satisfactory degree progress and satisfactory work on the duties assigned.

Tuition Waivers

Tuition waivers are typically awarded to graduate students on assistantship during the Fall and/or Spring terms, only, and must be obtained from the Graduate Music Office at the beginning of each semester. Please note that the tuition waiver will not provide payment for undergraduate credits, nor will it provide payment for your full cost. (Please see “Fees”, below.)

- Master’s Graduate Assistantship Holders: All Master’s students on assistantship receive a tuition waiver for nine (9) graduate-level credit hours, each semester of assistantship.
- Doctoral Graduate Assistantship Holders: All Doctoral students on assistantship receive a tuition waiver for anywhere between nine (9) and twelve (12) graduate-level credit hours, each semester of assistantship.

**ALL GA’s are required to register for a minimum of nine (9) graduate-level credits.
No exceptions.**

Each graduate assistantship holder is required to sign a Tuition Waiver Receipt Form at the beginning of both the Fall & Spring terms. Graduate assistants will be notified when to sign this document (typically by email) at the beginning of each Fall & Spring term. Tuition waivers must be signed in the Graduate Music Office (HMU 204-A) for the waiver to be in effect.

2) The student’s class schedule will be reviewed for at least 9 hours of graduate-level courses (5000 level or above). Schedules that do not meet this requirement will be rejected and the student will have until midnight to register for 9 graduate credits online. Tuition waivers cannot be used to pay for courses numbered below 5000.

3) Once the registration is approved and submitted **no changes may be made to that schedule**. If changes are made or necessary corrections left undone, tuition will not be waived.

Fees

Please understand that you will still be responsible for local fees, per credit hour. These fees can amount to hundreds of dollars so please be prepared to pay for these fees by the tuition and fee payment deadline each semester. The tuition waiver will pay only for the tuition amount...It is your responsibility to pay the following fees, including-but-not-limited-to: Activity and service, athletic, health, text books, music equipment, transportation, FSU card fee, etc. In addition, the College of Music Equipment and Facilities Fee is charged per Fall and Spring semesters. All fees are subject to change each semester. Please contact FSU Student Financial Services for the most current tuition and fee information: (850) 644-9452.

Health Insurance and Subsidy Information

Students must provide proof of measles immunization, show proof of health insurance, or purchase health insurance from the university. Graduate assistants are awarded a subsidy for

health insurance purchased through the University. Although the subsidy will not pay for the entire balance of your insurance, it definitely helps aid in the cost. You can find more information about health insurance, as-well-as the subsidy for graduate assistants at the Student Health Center's website: <https://uhs.fsu.edu/>. Information about the health insurance subsidy can be found through The Graduate School's website, here: <http://gradschool.fsu.edu/funding-awards/subsidy-benefit>

Obtaining Florida Residency

U.S. domestic students who are appointed as graduate assistants in the College of Music are eligible to apply-for the possibility of becoming Florida residents after twelve months, once certain criteria are met. Graduate Assistants who are residents of the United States should note that out-of-state tuition waivers are paid by the College ONLY during the first year of an assistantship; after that the College will provide only an in-state waiver. Thus, applying for Florida residency is financially advantageous. Please note that international students will receive the out-of-state waiver for the duration of the graduate assistantship. For additional information on obtaining Florida residency please visit the FSU Registrar's website: <http://admissions.fsu.edu/residency/>

Paychecks

Paychecks are directly deposited into the bank account of your choosing bi-weekly; every other Friday. The University mandates that you sign up for direct deposit. If you have questions on how to sign up for direct deposit, please contact the College of Music Fiscal Office at: (850) 644-0415.

Mailboxes

As a graduate assistant you are assigned a mailbox by the College of Music mailroom office staff. These boxes are located in the hallway that you enter via the double doors, on the second floor of the Housewright Music Building. (Hallway located diagonally across from the HMU mailroom.) It is very important that you check your mailbox periodically, as you will share them with at least one other graduate assistant. Important materials such as telephone messages and SPOT (Student Perception of Teaching) forms will be placed in these boxes. If you have any questions at all about your mailbox please contact the mailroom staff, directly, at (850) 644-3424.

Keys

Piano major practice rooms
Percussion practice rooms

Tiawana Meeks, HMU 202D
John Parks, KMU 326B

Other Keys (classrooms, rehearsal halls, studios, etc.)

Tiawana Meeks, HMU 202D

After you receive the approval forms from the people listed above, you must go to the FSU Key Bank to receive your key. The Key Bank is located at the corner of Wildwood and Woodward, close to the FSU Bookstore.

Please Note: If you are issued a key to any location within the College of Music or on-campus, it is required that you **return** the key to FSU before graduating, leaving to take other employment/work on Dissertation, etc. Failure to do so could result in the delay of your graduation.

SPEAK Test

International students, whose native language is not English, are required to take the SPEAK Test in order to be considered for a graduate assistantship from the College of Music. SPEAK (Speaking Proficiency English Assessment Kit) is a test for evaluating the English speaking ability of non-native speakers of English. At FSU, the SPEAK test is administered by the Center for Intensive English Studies to international students who have been appointed or will be appointed as teaching assistants in an academic department at Florida State University. If the SPEAK test is not completed, then a score of 26 on the speaking portion of the Internet-Based TOEFL must be obtained, (and verified by FSU Admissions). There are no exceptions to this policy. Information about the SPEAK Test can be found at the following website: <http://cies.fsu.edu/programs/ita/speak-exam-information>

Canvas Information and Training

If you are teaching a class and you are listed as the “Instructor of Record”, then you are eligible to maintain a Canvas site. Canvas is the university’s web course building software. It is user friendly and students at FSU have come to depend on Canvas access in classes.

The FSU Canvas Support Center has a wealth of information that will teach you how to navigate the site, set-up a course, etc. For this information please visit: <https://support.canvas.fsu.edu/home>.

For questions you may also call: (850) 644-8004.

Program for Instructional Excellence (PIE) Training

FSU offers a program called the Program for Instructional Excellence (PIE). We encourage you to visit their website and attend their conferences and events. It offers valuable resources and

information that will enhance your classroom instruction methods and also your future teaching career. The following website has information on conferences, teaching resources, teaching development, etc.: <http://pie.fsu.edu/>.

Graduate Assistant Union

All graduate assistants at FSU work under a contract negotiated by United Faculty of Florida-Florida State University-Graduate Assistants United (UFF-FSU-GAU) and Florida State University. UFF-FSU-GAU is the labor union certified as the executive bargaining agent for graduate assistants at FSU. For more information please visit the FSU GAU website: <http://fsugau.org/>.

Sexual Harassment Policy and Mandatory Training

Florida State University has a well-defined policy dealing with sexual harassment in the classroom and on campus. To be charged with sexual harassment or other similar misconduct is a serious issue. Thus, it is critically important for you to be aware of the University's sexual harassment policy and especially aware of those kinds of activities and behaviors that constitute harassment.

Policy Statement: Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by The Florida State University, whether by faculty, students, or staff or by others while on property owned by or under the control of the University. Faculty and staff members (including TA's) are required to attend a sexual harassment training session. It is important to familiarize yourself with the University's policy on sexual harassment and remember that sexual harassment may occur between faculty, faculty and staff, faculty and students and between students.

2. **Office of Equal Opportunity and Compliance:** The Office of Equal Opportunity and Compliance (EOC) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto.

3. **Definition:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or

b. Submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or

c. Such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

4. Examples of Sexual Harassment: Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:

- a. Use of gender-based verbal or written language, including electronic communications offensive or degrading to a person of that gender, whether or not the content is sexual;
- b. Inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
- c. Use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
- d. Unwelcome requests or demands for sexual favors or unwelcome sexual advances;
- e. Inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement;

5. Disciplinary and Other Actions: Sexual harassment is prohibited by The Florida State University. The University will take appropriate action against any person found to be in violation of this policy.

Note: A person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.

a. Disciplinary Actions. Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. In addition, any student who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy may be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.

b. Other Actions. The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.

6. Retaliation: Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.

7. Filing of False Sexual Harassment Complaint: Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.

8. Reporting Required: Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the EOC, who then will proceed as appropriate. Any supervisor who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the EOC. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

Note: For the purposes of this policy, the term "supervisor" shall be deemed to include vice presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc.; faculty when acting in a supervisory capacity or within the faculty-student role; and graduate research assistants, teaching assistants, lab technicians, residence hall coordinators, etc.

9. Complaint Procedure:

a. Filing of Complaint: Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of Faculty Development and Advancement (for faculty), the Dean of Students Department (for students), or the Office of Human Resources. Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:

- The Office of Equal Opportunity and Compliance;
- The Office of Faculty Development and Advancement;
- The Dean of Students Department;
- The Office of Human Resources;
- A student's school or college dean;
- An employee's immediate or next immediate supervisor.

All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the EOC.

Discrimination, Harassment, and/or Retaliation Complaint Form

b. Preparing a Complaint: The complainant should provide the following information to facilitate a prompt and thorough investigation:

The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;

Specific acts alleged, including dates, times, and locations;

Names, addresses, and phone numbers of potential witnesses;

The effect the alleged acts have had on the complainant;

Actions the complainant may have taken to attempt to stop the harassment;

Complainant's suggestion of proposed action to address or resolve the harassment;

Other information the complainant believes is relevant.

c. Transmitting a Complaint to the EOC: The complaint shall immediately be forwarded to the EOC. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

d. Reviewing a Complaint: The EOC will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified as one who is not a student or employee, then the EOC will refer the matter to the Office of the General Counsel for appropriate action. If the EOC determines that the alleged perpetrator is a student or employee, the EOC will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the EOC determines the alleged acts may constitute a violation of this policy, investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).

e. Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint: The EOC will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the EOC will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The EOC will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section (10) below.

10. Investigation: The following procedures will govern all investigations of complaints alleging violations of this policy:

a. The EOC will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: The Office of Faculty Development and Advancement, the Office of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the EOC will forward a copy of the complaint and any associated materials to the Dean of Students Department, which will, if

appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the EOC of the outcome.

b. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the offending behavior. Employees and students shall fully cooperate in the investigation.

c. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.

d. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.

e. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.

f. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.

g. Confidentiality of the investigation will be maintained to the extent allowed by law.

11. Report of EOC: The EOC will prepare a report setting forth its findings and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.

12. Subsequent Action: The vice president will make a determination upon review of the EOC's report, consultation with the Office of Faculty Development and Advancement or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the EOC of the outcome. The EOC will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The EOC will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.

13. Distribution of Policy: Copies of this policy are available to all current and future employees and students at The Florida State University in hard copy (policy brochures, student handbooks, etc.), electronic format (<http://compliance.hr.fsu.edu>, the General and Graduate Bulletins), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the EOC.

14. Applicability: This policy supersedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.

15. Effective Date: The effective date of this policy is July 1, 1998 as amended December 31, 2002, and January 6, 2004.

16. Where to Go for Help: Any member of the university community may report sexual harassment to The Office of Equal Opportunity and Compliance, 6200 University Center A, (850) 645-6519. Staff is also available in the following offices to assist victims of sexual harassment: A student victim may report to Dean of Students Department, 4322 University Center A, (850) 644-2428; a faculty victim may report to the Office of Faculty Development and Advancement, 314 Westcott Building, (850) 644-6876; an A&P, USPS or OPS victim may report to Human Resources, 6200 University Center A, (850) 645-6519.

[EOC Policies & Procedures](#)

[EOC Glossary](#)

[Training Opportunities](#)

[Search & Screening Guide](#)

[Publications](#)

[Forms](#)

[Veterans' Preference](#)

[Supplier Diversity](#)

[Student Disability Resource Center](#)

[Human Resources Home](#)

TA Evaluations

Each graduate assistant is assigned a supervising professor by the area coordinator or Associate Dean. For purposes of consultation and evaluation, the professor will observe the assistant periodically in the performance of assigned duties. During Spring Semester each year, the supervising professor will evaluate the graduate assistant's work. The supervising professor and the graduate assistant will confer, and both the student and professor will sign the evaluation. It is ultimately placed in the student's file in the Graduate Music Office. Evaluations must be completed by the deadline designated by the Graduate Music Office before the student can be considered for assistantship renewal; late evaluations may result in non-renewal of current assistantship holders.

Course Evaluations – Student Perception of Teaching

The University requires instructors (faculty, adjuncts, and graduate assistants) who teach undergraduate courses with ten or more students in fall and spring terms, or graduate courses with five or more students in fall and spring terms, to administer course evaluations known as the SPOT (Student Perception of Teaching) form. Course evaluations may also be requested for courses with smaller enrollments and for online courses.

Mandatory First Class Meeting Attendance Policy

University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. **It remains the student's responsibility to verify course drops and check that fees are adjusted.**

Copyright / Fair Use

The educational “fair use” exemption to the copyright law is often misunderstood. It is actually a quite limited exemption for classroom use of excerpts of copyrighted materials. These excerpts must be brief and are limited to one chapter, an article from a periodical or newspaper, a short story or essay, or a chart, cartoon, diagram, picture or the like. Moreover, the material may only be used for a single class and may not be developed into a permanent classroom document. An exception would be when a copyright release is obtained from the copyright holder. So-called course packs compiled by legitimate commercial print shops usually have been through this copyright release process.

Further information concerning copyright and fair use may be found at:
<http://igs.fsu.edu/Copyright-Information/Policy>

University Final Examination Policy

- Final examinations in all undergraduate courses are discretionary within any given department. If a department chooses to give a final exam, the exam schedule must be followed as published.
- All students enrolled in a course having a final examination, including graduating seniors and graduate students, are required to take the exam at the time scheduled.
- Scheduling a final examination or a test in lieu of a final exam at any time other than the regularly scheduled final exam period is a violation of University policy.
- Unless an exam is given during the final examination period, no test may be given during the last week of classes.
- Courses meeting every day at the same hour and classes meeting for more than a one-time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting for the first period on Tuesday

and for the first and second period on Thursday will hold its examination at the time scheduled for the first period on the Tuesday, Thursday class listing.

The final exam schedule is published on the Registrar's Web site and is based on the regular class meeting time or is a block examination in which all students in certain courses take final exams at the same time, regardless of class section. Exceptions to this schedule for individual students are made by the academic dean of the unit teaching the course (in response to a written request from the instructor). Exceptions to hold the entire undergraduate course exam at a time different from the published exam schedule are considered by the Undergraduate Policy Committee of the Faculty Senate, in response to a written request received at least three weeks in advance.

Textbook Policies

Textbook Notification:

The Board of Governors' interpretation of the 2008 legislative HB 603 (2008-78 Laws of Florida) regarding textbook affordability and notification requires state universities to:

- Post on their websites a list of textbooks required for each course not less than 30 days prior to the first day of class for each term; and
- Include as part of the list the titles, all authors listed, publishers, edition numbers, copyright dates, published dates, and other information necessary to identify the specific textbooks required for the course.

Textbook Use:

Requiring the use of a textbook written by the instructor of the course, by a relative of the instructor, or by a team of authors that includes the instructor, is considered a conflict of interest when the potential royalty income exceeds \$500 (Section 112.313, Florida Statutes). If a faculty member wishes to use a textbook under these circumstances and will receive more than \$500 in one year from that use, he or she must request permission from the President in writing, through the Office of Faculty Development and Advancement. The memo should include a justification of why the required textbook is the only one suited for the author's class, the number of students expected to enroll in the class for each term, and include as part of the list:

- Book title;
- All authors;
- Publishers;
- Edition number;
- Copyright dates and published dates; and
- Other information necessary to identify the specific textbook required for the course

Textbook Adoption Application Guide:

<http://sc.my.fsu.edu/sites/g/files/upcbnu631/files/media/PDFs/Textbook%20Adoption%20Guide%20-%20Department%20Representative%20Edition.pdf>

Textbook Orders:

In response to concerns expressed by students regarding the escalating price of textbooks, the Faculty Senate and the Office of Faculty Development and Advancement urge all instructors to:

- Place orders for textbooks required for fall courses by mid-May or earlier; for spring courses by mid-September or earlier; and for summer courses by first of April or earlier;
- Make decisions regarding adoption of new textbook editions very carefully. If there are no substantive changes in a new edition, consider staying with the current edition.

All textbook orders must be placed with the FSU Bookstore at least 30 days prior to the first day of class for each term, so that all required textbooks for each course can be listed on the FSU Book-store website in compliance with this new posting requirement.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have specific, protected rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. Faculty members may access student records only when they have a legitimate need to know the information, such as when serving in an advisory capacity. Faculty must not release confidential information to others. Because of the risk of identity theft and violation of student privacy law, grades must never be posted by complete social security number, and any records containing social security numbers must be protected carefully and must be shredded when discarded.

The confidentiality of e-mail is not protected; instructors must have students' permission to e-mail grade information. The password-protected course Website system is the preferred way to communicate grades to students. The Registrar's statement on FERPA rights is found at:

<http://registrar.fsu.edu/records/ferpa/>