NOVEMBER UPDATES 2010

Nov 16, 2010

R.S. Pollenz, Ph.D.

Professor and Associate Dean
• Admissions
  – Spring 2011 updates
  – Discussion

• Policy Updates

• Event Updates
  – 2010 Recruitment Fair (Review)
  – Discussion of University Open House Event

• Funding
  – Patel Center

• GS Updates
  – SPEAK test and GA Job Codes

• ETD Updates

• Open Forum
PROGRAM COORDINATORS
BROWN BAG SERIES

ADMISSIONS UPDATES
MASTER’S ADMISSIONS

Master’s Applications and Admissions

Applications for Spring are down by 26%

Many programs have reduced master’s admissions in Fall and Spring

USF GS is planning to call all admitted students as follow-up
PROGRAM COORDINATORS
BROWN BAG SERIES

POLICY UPDATES
PROGRAM COORDINATORS
BROWN BAG SERIES

GS EVENT
UPDATES
2010 RECRUITMENT FAIR

Held on MONDAY NOVEMBER 8, 12:00-6:00

350 students registered for the workshop

>500 total students attended during the event

Spreadsheet will be sent to all programs with student names
Considerations for 2011

Hold in Oct to better coincide with other fairs

Include other Tampa/St. Pete schools

Offer several workshops and breakout session
12-1 workshop, 1-5:30 event, 5:30-6:30 workshop

Your thoughts?
GS UPDATES
TA ASSIGNMENTS

THREE TIER APPROACH TO TA ASSIGNMENTS TO BEGIN SPRING 2011
**TIER 1 TA ASSIGNMENTS**

<table>
<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
<th>*SPEAK or iBT TEST SCORE REQUIRED</th>
<th>CREDENTIALS REQUIRED TO BE APPOINTED</th>
<th>TYPICAL FUNDING FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9550</td>
<td>Graduate Instructional Assistant - Grader</td>
<td>none</td>
<td>Bachelor’s degree in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>2</td>
<td>9550</td>
<td>Graduate Instructional Assistant – UG Laboratory Preparation</td>
<td>none</td>
<td>Bachelor’s degree in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>3</td>
<td>9550</td>
<td>Graduate Instructional Assistant - UG Lecture Assistant</td>
<td>none</td>
<td>Bachelor’s degree in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>4</td>
<td>9184</td>
<td>Graduate Teaching Assistant - UG Lecture Assistant</td>
<td>**50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>5</td>
<td>9184</td>
<td>Graduate Teaching Assistant - UG Lab Section Assistant</td>
<td>**50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>6</td>
<td>9184</td>
<td>Graduate Teaching Assistant - UG Recitation/Discussion Section Assistant</td>
<td>**50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>7</td>
<td>9183</td>
<td>Graduate Teaching Associate - Lower Level UG Course Teaching Associate, typically instructor of record</td>
<td>50/26</td>
<td>Bachelor’s degree and 18 hrs graduate coursework or equivalent in the discipline</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>8</td>
<td>9183</td>
<td>Graduate Teaching Associate - Upper Level UG Course Teaching Associate, typically instructor of record</td>
<td>50/26</td>
<td>Master’s degree or equivalent that includes 18 hrs graduate coursework in the discipline</td>
<td>E &amp; G</td>
</tr>
</tbody>
</table>

*International TAs who are 1) citizens of countries in which English is not the primary language and 2) are attending USF on visas, are required to earn a minimum score of 50 on the SPEAK test or a 26 on the Speaking Section of the iBT. The score must be posted to the BANNER student record BEFORE the student is appointed in the 9183 or 9184 job codes.*
GA assignments are based on job duties NOT on amount of graduate experience

No duties have been altered

USF has not changed the credentials that are needed to be assigned to a TA position

Assignments based on the duties of the position will align with other SUS schools and allow effective tracking
## TIER 1 TA ASSIGNMENTS

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<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>SPEAK or iBT TEST SCORE REQUIRED</th>
<th>QUALIFICATIONS REQUIRED TO BE APPOINTED</th>
<th>JOB TITLE</th>
<th>TYPICAL JOB DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9550</td>
<td>None</td>
<td>Bachelor’s degree in the discipline</td>
<td>Graduate Instructional Assistant - Grader</td>
<td>Grade exams and other course requirements as determined by the instructor of record. May serve as exam proctor. <strong>NO DIRECT STUDENT INTERACTION IS ALLOWED FOR STUDENT ASSIGNED TO THIS POSITION</strong> (including office hrs, tutoring or review sessions).</td>
</tr>
<tr>
<td>2</td>
<td>9550</td>
<td>None</td>
<td>Bachelor’s degree in the discipline</td>
<td>Graduate Instructional Assistant – UG Laboratory Preparation</td>
<td>Preparation and set up of laboratory sections. <strong>NO DIRECT STUDENT INTERACTION IS ALLOWED FOR STUDENT ASSIGNED TO THIS POSITION</strong> (including office hrs, tutoring or review sessions).</td>
</tr>
<tr>
<td>3</td>
<td>9550</td>
<td>None</td>
<td>Bachelor’s degree in the discipline</td>
<td>Graduate Instructional Assistant - UG Lecture Assistant (no direct student interaction)</td>
<td>Assist the instructor of record. Manage the class website, upload grades into Blackboard, answer student questions via email, serve as exam proctor, assist with exam review. <strong>NO DIRECT STUDENT INTERACTION IS ALLOWED FOR STUDENT ASSIGNED TO THIS POSITION</strong> (including office hrs, tutoring or review sessions).</td>
</tr>
</tbody>
</table>

No SPEAK test required for International TAs who are assigned to the 9550 job code and perform the duties as outlined.

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**USF Graduate School - Celebrating 30 Years of Growing Global Leaders One Student at a Time**
## TIER 2 TA ASSIGNMENTS

<table>
<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>SPEAK or iBT TEST SCORE REQUIRED</th>
<th>QUALIFICATIONS REQUIRED TO BE APPOINTED</th>
<th>JOB TITLE</th>
<th>TYPICAL JOB DUTIES</th>
<th>TYPICAL FUNDING FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>9184</td>
<td>*50/26</td>
<td>Bachelor's degree in the discipline</td>
<td>Graduate Teaching Assistant - UG Lecture Assistant (direct student interaction)</td>
<td>Assist the instructor of record. <strong>STUDENT IS NOT THE INSTRUCTOR OF RECORD.</strong> Manage the class website, upload grades into Blackboard, answer student questions via email, serve as exam proctor, assist with exam review, MAY HOLD REVIEW SESSIONS AND TUTORIALS, MAY HOLD OFFICE HOURS.</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>5</td>
<td>9814</td>
<td>*50/26</td>
<td>Bachelor's degree in the discipline</td>
<td>Graduate Teaching Assistant - UG Lab Section Assistant</td>
<td>Assist the instructor of record. <strong>STUDENT IS NOT THE INSTRUCTOR OF RECORD.</strong> Manage laboratory section associated with UG courses. Work closely with the instructor of record or the laboratory manager on content. May write and deliver weekly quizzes. May hold office hours or review sessions. Manages Blackboard site for the class.</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>6</td>
<td>9184</td>
<td>*50/26</td>
<td>Bachelor's degree in the discipline</td>
<td>Graduate Teaching Assistant - UG Recitation/Discussion Section Assistant</td>
<td>Assist the instructor of record. <strong>STUDENT IS NOT THE INSTRUCTOR OF RECORD.</strong> Manage recitation/discussion section associated with UG courses. Work closely with the instructor of record or on content. May write and deliver weekly quizzes. May hold office hours or review sessions.</td>
<td>E &amp; G</td>
</tr>
</tbody>
</table>

*International students who score 45/23 may be assigned to the 9184 job code FOR ONE SEMESTER ONLY if they are enrolled in a Spoken English Course*
# TIER 3 TA ASSIGNMENTS

<table>
<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>SPEAK or iBT TEST SCORE REQUIRED</th>
<th>QUALIFICATIONS REQUIRED TO BE APPOINTED</th>
<th>JOB TITLE</th>
<th>TYPICAL JOB DUTIES</th>
<th>TYPICAL FUNDING FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>9183</td>
<td>50/26 required. NO EXCEPTIONS.</td>
<td>Bachelor’s degree and 18 hrs graduate course work or equivalent in the discipline</td>
<td>Graduate Teaching Associate - Lower Level UG Course Teaching Associate</td>
<td>STUDENTS ASSIGNED TO THESE POSITIONS WILL TYPICALLY BE LISTED AS THE INSTRUCTOR OF RECORD but still require direct supervision and mentoring by a USF faculty member in the teaching discipline. Typical duties of the position include but are not restricted to: course content development, delivery of lectures and presentations, course management and administration of Blackboard, development and delivery of assessment materials, scheduling of office hours/ review sessions and final grade assignments.</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>8</td>
<td>9183</td>
<td>50/26 required. NO EXCEPTIONS.</td>
<td>Master’s degree or equivalent that includes 18 hrs graduate coursework in the discipline</td>
<td>Graduate Teaching Associate - Upper Level UG Course Teaching Associate</td>
<td>STUDENTS ASSIGNED TO THESE POSITIONS WILL TYPICALLY BE LISTED AS THE INSTRUCTOR OF RECORD but still require direct supervision and mentoring by a USF faculty member in the teaching discipline. Typical duties of the position include but are not restricted to: course content development, delivery of lectures and presentations, course management and administration of Blackboard, development and delivery of assessment materials, scheduling of office hours/ review sessions and final grade assignments.</td>
<td>E &amp; G</td>
</tr>
</tbody>
</table>
TAs that remain in the same duties throughout their graduate career will remain in the same job code.
QUESTIONS?
ETD UPDATEs
PROGRAM COORDINATORS
BROWN BAG SERIES

WAIVER PROCESSING UPDATES
THANK YOU!
LAST QUESTIONS?

rpollenz@grad.usf.edu