FOREWORD

As a new Graduate Assistant, you will be contributing significantly to the mission of The University of Alabama. We recognize the valuable contributions you will make to the overall academic environment of the University. We have high expectations of our teachers and students, and I am confident you will live up to our high standards.

In appreciation of the vital role you play in the University, we are committed to helping you fulfill your duties in teaching and research. Thus, we are pleased to offer you the Graduate Assistant Guide. The Guide contains information needed for most areas of concern to Graduate Assistants.

As a Graduate Assistant, you have a major impact on the life of the University. I hope this publication helps you as you assume your new position with us.

Dr. David A. Francko
Dean of The Graduate School
The University of Alabama

TABLE OF CONTENTS

- INTRODUCTION
- UNIVERSITY GRADUATE ASSISTANTS
INFORMATION FOR ALL GRADUATE ASSISTANTS
- Qualifications Of Graduate Assistants
- Categories Of Graduate Assistants
- Academic Enrollment
- Appointment/Reappointment And Duration Of Appointment
- Background Check for Employment
- Tuition Grants
- Stipends
- Additional On-Campus And Outside Employment
- Deferred Fee Payment Option
- Student Financial Services
- Graduate School Awards
- Performance Reviews
- Sexual Harassment
- Official Handling Of Complaints
- Privacy Rights Of Students
- Protection Of Human Subjects For Research
- Retirement And Social Security Benefits
- Vacation, Sick Leave, And Unemployment Compensation
- On-The-Job Injuries
- Graduate Assistant Health Benefit Administration
- Health Services
- Speech And Hearing Center
- Psychology Clinic
- Counseling Services
- Career Center
- Action Cards
- Library Services
- University Libraries
- Computer Resources
- Personal Work Space Facilities
- Ferguson Student Center
- Residential Life
- University Child Care Services
- Graduate Parent Support
- Recreational Activities And Facilities
- Tickets To Athletic Events
- Parking
- University Club

INFORMATION ESPECIALLY FOR GRADUATE TEACHING ASSISTANTS
- THE SPECIAL ROLE OF THE GTA
- UNIVERSITY PROGRAMS FOR GTAs
  - Graduate Student Association
  - Workshop for New GTAs
  - GTA Training Coordinators' Network
  - Instructional Support
  - Academic Support
- PROFESSIONALISM IN TEACHING
- SPECIFIC TIPS FOR TEACHING
  - Knowledge of the Subject
  - Organization of the Material
  - Enthusiasm in Presenting Material
- Skill in Dealing with Groups
- Students with Disabilities

- PREPARING FOR CLASSES
- TEACHING STRATEGIES

- Writing and Presenting a Lecture
  - Planning a Lecture
  - Writing a Lecture
  - Generating an Outline for the Lecture
  - Delivering the Lecture
  - Technical Aspects of the Lecture

- Teaching Discussion Sections
  - Working with the Professor
  - Lectures and Textbooks
  - Content of the Discussion Section
  - Planning and Leading a Discussion
    - Establish Goals
    - Ask Questions
    - Control Group Dynamics

- Planning and Running a Laboratory
  - Safety Procedures
  - Planning and Preparation
  - Student Preparation
  - Supervising the Experiment
  - Evaluating Students' Performances in the Lab

- Responding to Student Writing
  - Process, Not Just Product
  - Peer Feedback Groups
  - Grades and Comments
  - Specific Criteria for Evaluation
  - Maintaining Consistency in Grading

- Evaluating Student Performance
  - Keeping Accurate Records
  - Constructing Tests
    - Multiple Choice Tests
    - Essay and Short Answer Tests

- ADVISING STUDENTS
  - GTA/Student Relations

- FINAL COMMENT

- WEB SITE INFORMATION

- QUICK REFERENCE FOR IMPORTANT RESOURCES