

Florida Atlantic University

Graduate Assistant Handbook

Department of Exercise Science and Health Promotion

Boca Campus

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ESHP General GA Policies

All GA positions require a 20 hour per week commitment throughout the 12 month period of the award. GA's will have approximately two weeks off at Christmas, and Spring break off (with pay), ONLY. All other breaks, since you are being paid, you are expected to be here and work. Thus, if your teaching commitment is only 10 hours per week, the remainder of your hours will be performed in our teaching lab, maintaining open lab hours. Lab hours will be determined by the graduate coordinator at the beginning of each semester and distributed. If a schedule has not been distributed by the beginning of the semester, show up at Dr. Zoeller's office for an assignment. All ESHP GA positions have approximately 100% of the out-of-state and in-state tuition waived during the award period (dependent on funding), you pay the fees. GAs are required to be registered for 9 credit hours during the Fall and Spring terms and 6 credits in the Summer term to maintain their assistantship. **The University will not pay your fees for credits you take in excess of these amounts per semester.**

You will be evaluated once or twice every semester, midterm and possibly at the end, by the faculty. If you receive lower than average scores in any area from a majority of the faculty, you will be given the opportunity to improve by the end of the semester. If improvement does not occur you will be removed from your GA position. A copy of the evaluation form is attached to this document.

Appropriate attire for teaching:

1. No hats for indoor classes or labs.
2. Slacks (no shorts) in lecture classes.
3. Collared shirts for lecture classes (males/females) or (females) blouse OR skirt/slacks.
4. No flip flops.

When teaching classes:

1. Teaching GA should expect evaluations during semester by tenured track faculty (announced and/or unannounced).
2. Syllabi given to GA for classes must be followed.
3. GA is expected to know how to write an instructional unit, including learning objectives and evaluations based on these objectives.
4. Be prepared prior to class (in other words, teach—do not read).
5. Use appropriate body language (such as standing when you teach, eye contact with class or lab participants).
6. Professional behavior is expected at all time.
7. Must take charge of class.
8. Pay attention.
9. Take roll for classes with participation points.
10. Start class on time.
11. Use appropriate evaluations (tests, assignments).
12. Class must be conducted the entire time.
13. To miss a class (other than extreme emergencies), you must have written approval at least two weeks in advance from appropriate individual (department chair & graduate coordinator).
14. Form for above must be completed at least one month prior to absence.
15. Know emergency procedures.
16. Know department's definition of professionalism.

17. Know university policy/procedures.

Open lab rules. (When under your supervision).

1. No student is to be unsupervised in any lab, a GA must **always** be present.
2. A GA must help and guide students in the correct use of any lab equipment. The GA is responsible for incorrect usage and resultant damage.
3. The GA is responsible for ensuring students clean and put away any equipment used, and for overall cleanliness of the labs. **Otherwise YOU will clean the lab.**
4. If you are the last scheduled GA for open lab hours then you are responsible for ensuring that all equipment is properly turned off before leaving. Use the check list in the lab to be sure you have done everything you need to do before you leave.
5. The labs will not be left open and unattended, even for a few minutes, lock the door.
6. If you are scheduled to supervise the labs, then you must be there, always, do not be late. If you need to leave for a few minutes, lock the door and leave a note on the door that you will return in "5 or 10" minutes.
7. While you are allowed to do personal work during your time in the open lab, you should first determine if there is any work that needs to be done. (i.e., equipment cleaned, mouth pieces cleaned, straighten up, etc.). You could also practice some of your equipment/testing skills.
8. Nobody touches the mass spectrometer.
9. Minimize personal phone calls. You are also expected to not use social networking sites on university computers during your lab hours.
10. **Do not download ANY software** from the web and install on any computer. (This includes AOL instant messenger or other instant messenger services).
11. All skin-fold calipers and other sought after items should be locked in one cabinet in the lab.. You may get the key from the office when you sign in. Check out all items in this cabinet and check each item when it is returned to be sure they are returned (i.e., Look inside the caliper box!). Keep a close eye on these items!!

FAU GA policies:

Eligibility for Appointment:

To be eligible to be appointed to either of the above categories of assistantships, regardless of funding source (i.e., grant, E&G, or auxiliary) and regardless of bi-weekly or hourly salary, the following requirements must be met:

1. The student must be fully admitted to a graduate degree program (BOR rule).
2. The student must maintain a cumulative and prior term grade point average of 3.0 in their program. On occasions, exceptions to this rule may be made with an approval by the Dean of Graduate Studies and Research or his designated representative.
3. Graduate Teaching Assistants generally will have completed eighteen credit hours of graduate work at the master's level. If less than 18 graduate credit hours have been completed, Graduate Teaching Assistants enrolled in master's degree programs may be assigned principle teaching responsibilities for a course at the undergraduate level. In such instances, the academic dean certifies to the Dean of Graduate Studies and Research that all competencies and background experiences are adequate to perform the assigned responsibilities.
4. Graduate Teaching Assistants must be supervised or must meet the minimum requirements set by the appropriate accrediting body of the degree program to be eligible to teach. Graduate assistantship appointments may not exceed 20 hours a week.
5. In exceptional cases, approval to exceed this limit may be sought from and may be granted by the Dean of Graduate Studies and Research,
6. Employment contracts should be for a period of time which may fall within the beginning and ending dates of a semester.

Eligibility for Continued Appointment (FAU rules)

1. **The graduate student must maintain a semester and cumulative grade point average of no less than 3.0 at all times. All graduate classes as well as undergraduate 4000 level classes count towards your GPA. See the ESHP graduate coordinator with any questions.**
2. **Graduate assistants must register for a minimum of nine semester hours per fall and spring semester and at least six semester hours over the period of summer sessions** (to avoid payment of FICA taxes). (Exceptions to this requirement may be granted on an individual basis by the degree granting and assistantship awarding college with proper documentation and information provided to the Office of Graduate Studies and Research; exceptions will not mitigate FICA payment obligations).

3. All U.S. citizens who have out-of-state residency status must, upon arrival at FAU, complete the necessary paperwork to gain residency status for the following year. (See registrar's procedures and policies). Failure to obtain in state residency status for the following year will result in non-reappointment as a graduate assistant.

Exceptions to a requirement that presents a hardship to the student may be granted upon approval of the Dean of Graduate Studies and Research or his designated representative.

Note: International students must also read and complete the International Student Understanding of Employment Eligibility form available in the Office of International Students and Scholars.

ESHP GA descriptions

Exercise Physiology Lab Teaching GA: (Boca Campus)

This GA position requires the ACSM HFI certification and a B.S. in exercise science. This position involves teaching the UG exercise physiology labs via lectures and hands on practice. Familiarity with exercise test protocols and procedures, as well as body composition measurements is a must. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Exercise Physiology / Health Promotion Research GA: (Boca Campus)

This GA position involves assisting departmental faculty with various research projects. This requires the GA to have a flexible work schedule to match faculty research needs. GA's may also be asked to perform literature reviews and obtain articles from the library for faculty. Laboratory experience and equipment knowledge preferred, as well as, a B.S. in exercise science. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

FAU Student Wellness Center GA: (2 positions available, Davie Campus)

This GA position involves staffing the FAU student wellness center. This GA requires ACSM HFI certification or NSCA CSCS certification and a B.S. in exercise science preferred. Responsibilities include, Fitness testing of members, monitor front desk, monitor facility floor, maintain equipment, participate in health fairs, personal train. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (Health and Fitness for Life):

This GA position requires a B.S. in exercise science with teaching experience preferred. This position involves teaching sections of the lecture course, Health and Fitness for Life, on the Boca Raton campus. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (First Aid and CPR):

This GA position requires certification as a CPR and First Aid instructor and swimming instructor. This position involves teaching sections of the CPR and First Aid certification

courses on the Boca Raton campus, as well as, teaching swimming classes. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (Swim Fitness):

This GA position requires WSI certification and experience teaching swimming to Adults, both swimmers and non-swimmers. Must also be CPR teacher certified. This position involves teaching sections of swimming to Adults, both swimmers and non-swimmers, as well as, swim fitness courses on the Boca Raton campus, as well as, CPR classes. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie), so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (Aerobics):

This GA position requires certification as an aerobics instructor. This position involves teaching sections of aerobics courses on the Boca Raton campus. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (Jogging):

This GA position requires a BS in Exercise Science experience as a runner. This position involves teaching sections of basic jogging and the related health and fitness benefits of jogging to non majors on the Boca Raton campus. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (Walking):

This GA position requires a BS in Exercise Science. This position involves teaching sections of walking and the related health and fitness benefits of walking to non majors on the Boca Raton campus. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

Boca teaching GA (Pilates):

This GA position requires certification to teach pilates. This position involves teaching sections of pilates to non majors on the Boca Raton campus. Any additional time needed to fulfill the 20 hour per week requirement will be spent staffing the exercise physiology lab (in Davie) so students can complete lab assignments. The stipend for this GA position is \$11,250.00 per year*.

* All GA stipends are approximate and contingent upon funding.

All GA positions have approximately 100% of the out-of-state and in state tuition waived during the award period, you pay fees.

CODE OF PROFESSIONAL BEHAVIOR, ESHP Department

- 1. Dress appropriately for your professional situation.**
- 2. Be respectful of other professionals**
 - a. Do not walk in and out of presentations (including classes) after they have begun.**
 - b. Arrive at your appointments and classes on time.**
 - c. Do not eat in class.**
 - d. Remember that time is valuable: schedule appointments when you are dealing with other professionals. As an extension, have enough courtesy to cancel and appointment if you are not going to keep the appointment.**
 - e. Do not talk during presentations (including classes). This not only distracts from others' learning experiences, but is rude. Additionally, you should turn off (or sent to silent mode) all beepers and telephones during presentations, meetings, and classes.**
 - f. Do not sleep in meetings and presentations. If you are that sleepy, do not go to meeting or presentation.**
 - g. Make criticism constructive and private. Public criticism usually does not accomplish much.**
 - h. Never hesitate to ask questions. However, ask and respond to all questions in a professional and respectful manner.**
 - i. Treat everyone equally.**
- 3. Your personal life and problems should stay at home. When your personal problems intrude upon your professional obligation, you cannot be the best professional.**
- 4. Strive to do your best.**

**Prepared by the 1995-1996 Student Advisory Committee
Exercise Science Program
Florida Atlantic University
Davie, Florida**

GA Evaluation GA name: _____ Date: _____

Score each question 1-5. (1 = best; 3 = average; 5 = worst) **put an X by your answer**

1. Does the GA show up when scheduled?
1 2 3 4 5
2. Does the GA show up on time?
1 2 3 4 5
3. Does the GA seek work to be completed?
1 2 3 4 5
4. Does the GA perform their job in a respectful manner?
1 2 3 4 5
5. Does the GA finish what they start?
1 2 3 4 5
6. Does the GA complete the task in a reasonable amount of time?
1 2 3 4 5
7. Does the GA finish a job incorrectly more times than correctly?
1 2 3 4 5
8. Does the GA seek to learn new procedures and practice these for data collection?
1 2 3 4 5
9. Does the GA accept constructive criticism?
1 2 3 4 5
10. Does GA attempt to complete tasks on their own, seeking out help only when necessary?
1 2 3 4 5
11. Minimizes use of cell phone and personal issues while on campus?
1 2 3 4 5
12. Interacts with other students professionally?
1 2 3 4 5
13. Is helpful to other students in the lab, helps them with labs and equipment?
1 2 3 4 5