

Guide for Student Employees

USF Department of Physics and Astronomy

This form is meant as an important welcome for new or continuing student assistants. This short form is not comprehensive but is simply meant to convey some important and helpful points regarding expectations and communication.

CONTACTS

1. Your primary contact for any question or issue is the professor or staff member who has hired you.

2. Our Department Program Assistant is named **Amanda Machi**, and her office is located in HR 144. You are welcome to stop in and ask Amanda questions, but please note that she answers to our department's full-time faculty. If you work for a professor and you have **requests** that involve Amanda, those should be made **by that professor**.

3. Our Department Technician is named **Keoki Kakigi**, and his office is located in HR 129. If you are working as a teaching assistant in a laboratory or as a research assistant, you are welcome to approach Keoki with any questions related to laboratory equipment or to safety concerns. Just understand that Keoki's work spans two different buildings, half a dozen laboratories, the requests of multiple full-time faculty, and the requests of his supervisor, the Associate Dean for Sciences. In the end, Keoki answers to the professors, not students.

4. In case of emergency, (student injuries, threatening behavior, or similar), in addition to alerting department staff or faculty, please call **USF Emergency Dispatch, 422-2911**.

PRIMARY RESPONSIBILITIES

1. As a department employee, please know that you are automatically now a representative of the department. On the job, please be polite, respectful and professional with students, faculty, staff, and any visitors to the university.

2. If your work involves **grading** student work of any kind, you must **strictly observe confidentiality** when it comes to all student grades. You now must follow FERPA guidelines. That's the Family Education Rights and Privacy Act: the bottom line is that a student's grades are strictly between that student and the institution, including you now as a TA. **The grades are never to be shared or discussed** with—or made available to—other students, your friends, or even family members of the student in question.

3. If you are assisting in teaching or grading for a class, please note: **a strict "bright line" should be observed between teaching assistants or graders and their students** in the department and at USF in general. Fraternalizing with one student or group of students and not the other students in that class could create a perception of special preference. The central issues are **fairness, and equal treatment**. If you find yourself in a confusing situation, communicate with the professor or staff member who has hired you.

4. You should **report any type of inappropriate behavior** immediately to the professor or staff member who hired you. Inappropriate behavior includes but is not limited to: sexual harassment, any sort of intimidation or hazing, cheating on assignments, *et cetera*. Please err on the side of communication if you find yourself thinking, "I'm not sure if this is really a problem or not."

5. In general, the department expects student employees to respond to email questions or requests in a prompt manner. You should be able to expect the same treatment in return!

If you have any questions or concerns about anything in this document, please let us know. And if new situations arise that seem tricky, please err on the side of communication. We really appreciate your help, and we want you to enjoy working in the Department of Physics and Astronomy.