



## Teaching Fellow and Assistant Manual

**Helping Support Graduate Student Educators and Facilitate Teacher Effectiveness.  
UNT Psychology Department**

Krisstal D. Clayton, PhD & Caitlyn Carey, MS

## Table of Contents

<b><i>TF and TA Expectations</i></b>	<b>4</b>
<b>Roles and Responsibilities</b>	<b>4</b>
<b>Final Exam Schedule and Pre-Finals/Reading Days</b>	<b>6</b>
<b>Payment Chart and Reporting to Work</b>	<b>6</b>
Regular Semester Pay	6
Summer Session Pay	8
<b>Code of Conduct and Employee Assistance</b>	<b>8</b>
Conduct	8
Remediation and Employee Termination	9
<b>Benefits</b>	<b>10</b>
Tuition Benefit Program	10
Non-Resident Tuition Waivers	10
Health Benefits	10
Uniform Group Insurance Program (ERS)	11
Student Injury and Sickness Insurance Plan (Aetna)	11
International Students	11
<b>Employee Assistance Program (EAP)</b>	<b>11</b>
How to Access EAP	11
<b>Employee Accommodation Requests</b>	<b>11</b>
Remote TA/TF Work	11
Leave of Absence	12
Relocating	13
In-State Tuition Stipulation	13
ADA Employee Accommodations	13
<b><i>Dean of Students Requirements</i></b>	<b>14</b>
<b>How to Help Students in Crisis</b>	<b>14</b>
<b>How to Address Violations of Academic Integrity</b>	<b>14</b>
<b>Family Educational Rights and Privacy Act (FERPA)</b>	<b>15</b>
<b>Syllabus Compliance</b>	<b>15</b>
<b><i>Required Software/Programs</i></b>	<b>16</b>
<b>Enterprise Information System (EIS)</b>	<b>16</b>
<b>Faculty Information System (FIS)</b>	<b>17</b>
Reporting Grades and Incompletes	18
FIS Help and Deadlines	20
<b>Canvas Assistance</b>	<b>20</b>
<b>SPOT Evaluations</b>	<b>20</b>
Adding the SPOT Survey to Your Canvas Course	20
Create an Announcement for the SPOT Survey	21
Special Circumstances	22
<b><i>Teaching Materials and Resources</i></b>	<b>23</b>
<b>Teaching Mentorship</b>	<b>23</b>
<b>Faculty Development and Training through UNT's CLEAR Department</b>	<b>24</b>

<b>Society for the Teaching of Psychology (STP)</b>	<b>24</b>
<b>Free UNT Teaching Materials</b>	<b>24</b>
<b><i>Working with the Office of Disability Access (ODA)</i></b>	<b>25</b>
<b>    Accessible Information Management (AIM)</b>	<b>25</b>
<b>    Letter of Accommodation (LOA)</b>	<b>25</b>
<b>    Faculty Resources for Working with Students Registered with ODA</b>	<b>25</b>
<b><i>Undergraduate Psychology Coordinator</i></b>	<b>26</b>
<b>    Role of Undergraduate Psychology Coordinator</b>	<b>26</b>
Frequently Asked TF/TA Questions Answered by the PSYC Coordinator	26
<b><i>Appendix A: TF/TA Sample Contract</i></b>	<b>28</b>
<b><i>Appendix B: ADA Compliant Sample Syllabus</i></b>	<b>29</b>
<b><i>Appendix C: Sample Rubric</i></b>	<b>36</b>
<b><i>Appendix D: Email Templates</i></b>	<b>37</b>
<b>If a student (or their parent) reaches out to request an Incomplete:</b>	<b>37</b>
<b>If a student needs to get academic support for a medical/mental wellness/caregiver issue:</b>	<b>38</b>
<b><i>Appendix E: Employment Offer Letter Example</i></b>	<b>39</b>
<b><i>Appendix F: Incomplete Grade Contract for Remaining Work</i></b>	<b>42</b>

# TF and TA Expectations

## Roles and Responsibilities

Congratulations on your assignment as a Teaching Assistant (TA) or Teaching Fellow (TF)! As a graduate student employee, you are subject to the terms for [UNT Policy 05.025 Employment of Students for Hourly Positions](#). Your contract with the department is for a projected 4 years, requiring renewal every academic year ([Appendix E](#)). Renewal is based on satisfactory performance and progress in your academic program (review the Graduate Student Manual for your program) and your success and professionalism in previous positions within the department (review this section, Roles and Responsibilities). Employment for the academic year begins on your first day of employment—1 week before classes begin for the Fall semester. You can expect your roles and responsibilities for these positions to be the following:

1. As the TF for the course, you are responsible for the following:
  - a. Reporting to the department 1 week prior to the first day of classes
    - i. This is paid time that you can use to prep
    - ii. Payment for this time is reflected in your final check for the semester
  - b. Creating lecture materials, including PowerPoints, lecture notes, exams, assignments, and rubrics.
  - c. Notifying students and posting class assignments on Canvas at least 1 week before the assignment is due.
  - d. Responding to student emails within a 24-hour period between normal business hours.
    - i. Include this in your syllabus
    - ii. Inform student that emails sent over the weekend and during holidays/religious events will be answered within 24 hours of the following business day
  - e. Meeting with the TAs at least 1-2 times a month to check in and provide whatever assistance they may need.
  - f. Holding consistent office hours for a total of 2 hours a week and meeting with students as needed.
    - i. 50% in person and 50% virtual is acceptable for office hours when teaching a face-to-face or hybrid class
    - ii. 100% virtual is acceptable when teaching a 100% online course
      1. If you need to cancel your office hours, determine how you can make-up those office hours, or find a substitute
      2. Communicate office hour cancellations with your TAs and students via email and Canvas Announcements
  - g. Rarely canceling class: If you need to cancel a class, it is required that you do the following:
    - i. Notify the chair of the department via email prior to canceling the course, complete with an explanation for why class will be canceled. In the case of canceling class due to an emergency, call the psychology department and send an email to your Program Director and Associate Chair. They will communicate with the office staff who, in turn, will take care of notifying students.
      1. Acceptable reasons to cancel class (not exhaustive):
        - a. Personal/medical emergency
        - b. Unforeseen caregiver need, such as inability to secure childcare
        - c. Vehicle malfunction
        - d. Illness
        - e. Severe psychological distress
      2. Unacceptable reasons to cancel class (not exhaustive):
        - a. Behind on your own academic deadlines

- b. Want to attend an event that is scheduled during your class
    - c. Failed to prepare course materials
  - ii. Notify the class via Canvas and Email
  - iii. Have a plan for your students to still receive instruction. Some methods you can use to complete this is:
    - 1. Zoom or Microsoft Teams class
    - 2. Video record yourself giving the lecture and post it to Canvas
    - 3. Post your lecture notes for the lesson to Canvas
    - 4. Send students links to YouTube/other educational videos related to the lesson.
    - 5. Create a streaming lecture and post it in Canvas/YouTube
    - 6. Assign a reading and provide a reading quiz and graded activity
  - h. Assign no more than 100 students per TA to grade assignments for. This should be accomplished by emailing the TA a list of students' first and last names that they are responsible for.
  - i. Submit your course syllabus in the Faculty Information System (FIS) at the beginning of the semester.
- 2. TFs Teaching Core Classes (PSYC 1630, 1650, 2317, 3620, 3650, 4600):
  - a. If you are the TF for a Psychology Core class, you are required to have your students complete a pre-and post-test. The questions that should be in your pre- and post-test will be given to you from the psychology department.
    - i. Psychology Core classes are 1630, 2317, 3650, and 4600
    - ii. Once you create the pre- and post-test in Canvas, you will need to send that data to the psychology department using the following steps:
      - 1. Go to the quiz located in your Canvas
      - 2. In the far-right side of the page, there should be an option titled "Quiz Statistics" - click "Quiz Statistics"
      - 3. On the far-right hand side of that page should be an option titled "Item analysis" - click "Item analysis" and an excel file should immediately download.
      - 4. You will email that excel file to the psychology department.
- 3. As the TA for the course, you are responsible for the following:
  - a. As a TA, you will be assigned no more than 100 students per class that you are a TA for.
  - b. Grading all course assignments in a timely manner. A good rule to follow is a 48-hour turnaround for multiple choice exams, a one-week turn around for quiz-type assignments and short papers 2 pages or less, and 2 weeks for any written assignments 3 pages or more.
  - c. Responding to student emails within a 24-hour period between normal business hours.
    - i. Include this in your syllabus
    - ii. Inform student that emails sent over the weekend and during holidays/religious events will be answered within 24 hours of the following business day
  - d. Providing assistance to the TF should they need your input or help with things like creating reviews, exams, or rubrics.
  - e. Communicating with the TF for any concerns with students or the course.
  - f. Holding consistent office hours for 3 hours a week and meeting with students as needed
    - i. 100% in person is acceptable for office hours when teaching a face-to-face class
    - ii. 50% in person and 50% virtual is acceptable for office hours when teaching a hybrid class

iii. 100% virtual is acceptable when teaching a 100% online course

#### 4. TF and TA Contracts:

- a. A contract can be a helpful way for TFs and TAs to know the responsibilities and expectations of their role in the course. An example of a contract that you can add/delete items that best fit your course can be found in [Appendix A](#). Please meet with your TA one week before classes begin to review and complete a contract. This will set the tone for the semester, and ensure that expectations are clear. If you need assistance with adjusting the contract for your needs, communicate with the Associate Chair of Academics to get guidance. Equity, professionalism, respect, and maintaining an assignment of tasks that are within the TA's employment hours are key. While some weeks will require less work, and other weeks will require more work, an average that does not exceed total hours assigned is necessary.

### Final Exam Schedule and Pre-Finals/Reading Days

- I. Often times, final exams are not schedule at the same time as your course. You can find UNT's final exam schedule using the following link:
  - a. <https://registrar.unt.edu/exams/final-exam-schedule>
- II. Pre-final days are two days (usually the Wednesday and Thursday before finals) where no classes are held so that students can better prepare for their final exams. Reading Day is a pre-finals day (usually the Friday before finals) that allows for students to better prepare to take their final exams. On Pre-finals days, most instructors hold those days as final exam review days. On Reading Day, no class should be held. Use the following link for more information about UNT's policies on pre-finals/Reading Day:
  - a. [https://policy.unt.edu/sites/default/files/06.031.PreFinals.pub5\\_.19.pdf](https://policy.unt.edu/sites/default/files/06.031.PreFinals.pub5_.19.pdf)

### Payment Chart and Reporting to Work

#### Regular Semester Pay

As a UNT employee, you are paid for 16 full weeks of work. As such, you are expected to report to work **one week before classes begin**. Pay is determined by Level and Full Time Equivalent (FTE). Level is dictated by progress in your program: Levels 1-3. For example, once a student has defended their thesis, they are eligible for an increase in Level. The same goes for successfully defending comprehensive exams. New graduate students who did not begin our program with a master's degree are a Level 1 graduate student employee.

Graduate students who were offered financial support in exchange for employment are often provided with a contract outlining the types of employment the department can provide, and at 50% FTE across the regular academic semesters. Full Time is 40 hours per week, but graduate students are limited to 20 hours of work per week, or, 50% FTE. The payment chart and schedule for Academic Year 2021-2022, as an example of how paychecks are received, can be found below:



## Summer Session Pay

As a UNT employee, you are paid for 16 full weeks of work. Summer pay is not included, nor guaranteed, after your 16 weeks for work has been completed. Students who perform well in their regular semester job duties, and make good progress in their program, are given priority for summer positions. If offered a summer TA/TF position, you are expected to report to work five business days before classes begin. The payment structure for a summer course is your 50% FTE for the duration of employment. For example, imagine you are a Level 1 graduate student paid \$1608 per month to work 50% FTE during the regular semester. If acting as a TA/TF for a 5-week Summer course, your pay would be \$1608 x 1.5 months which equals \$2412. This covers the 5-week course and the work you complete 5 business days before the start of the semester for any course prep, meetings with instructors, etc.

## Code of Conduct and Employee Assistance

### Conduct

**As an educator at UNT for the Department of Psychology, TAs and TF are expected to:**

1. Satisfactorily perform and complete Roles and Responsibilities as outlined in the TF and TA Expectations section
2. Treat students with professionalism, respect, and dignity
3. Maintain equity in the classroom by requiring the same standards of conduct from all students
  - a. This can be upheld by providing students with, and utilizing, clear grading rubrics
4. Develop a classroom environment that welcomes inquiry, enhances learning, and demonstrates inclusivity
5. Provide consistent office hours so you are accessible to students
  - a. Face-to-face assignments require face-to-face office hours located on the designated campus
  - b. INET assignments require virtual office hours
6. Prepare adequate course materials in a timely manner
7. Include assignments other than exams and quizzes
8. Give students adequate time to review instructions for, and complete, assignments
9. Grade and provide feedback on assignments in a timely manner
  - a. 24 hours for 3-week sessions
  - b. 72 hours for 5-week sessions
  - c. 96 hours for 8-week sessions
  - d. 48 hours for regular semester multiple-choice exams
  - e. 1 business week for regular semester exams with written components and written assignments 2 pages or less
  - f. 2 business weeks for regular semester written assignments over 3 pages
10. Meet classes as scheduled, and only cancel class when it is directed by the UNT administration or you are experiencing an emergency
  - a. If experiencing an emergency, it is required that you contact the department chair as soon as possible so we can support you and ensure the students are informed
11. Communicate quickly with the Associate Chair of Academics or Chair about students in distress and/or classroom management issues
12. Meet university deadlines for syllabi access, roster reports, final grade entries, and required compliance trainings
13. Maintain an updated syllabus and grade book in Canvas

**Examples of unacceptable conduct include:**

1. Disseminating significant amounts of material during lessons that is unrelated to the course curriculum



2. Lack of transparent grading practices
3. Using grading criteria that is not reflective of the assignment's instructions
4. Evaluating students in a manner that is not uniformly applied to all
5. Failure to avoid a conflict of interest, or if unavoidable, failure to disclose the conflict of interest at its inception
6. Failure to grade and provide feedback for submitted work as outlined in Code of Conduct #2 and #6
7. Lack of compliance with university deadlines
8. Discrimination, harassment, retaliation
9. Sexual misconduct including sexual harassment, stalking, assault, intimate partner violence, or other employee conduct in violation of university policy
10. Workplace bullying
11. Intimidation or bribery of students
12. Not responding to emails and/or calls from the Associate Chair and Chair within 24-hours during normal business hours
13. Communicating with students using chat rooms or personal accounts that are not listed below as official UNT methods:
  - a. UNT Outlook email
  - b. Canvas
  - c. Office hours
    - i. Face-to-Face courses: Face-to-face in designated space on UNT campus
    - ii. INET courses: UNT Zoom
14. Within 72-hours of discovery that you are no longer able to complete your duties as assigned, failure to inform the Chair
  - a. Failure to complete your duties as assigned will remove you from payroll, so those funds can be utilized to pay your replacement

### Remediation and Employee Termination

UNT graduate student employees are, by law, "at will" employees. This means that the hiring department can terminate a student employee at any time. Student employees may also be terminated for performance related to disciplinary reasons, unsatisfactory performance, and/or lack of progress once a remediation plan is implemented. Should you fail to complete the roles and responsibilities of your TA or TF position, and/or conduct yourself in an unacceptable manner, a committee will convene to discuss a remediation plan. **In no specific order, you can expect one or more of the following consequences, depending on the frequency and severity of misconduct:**

1. A [UNT System HR Notice of Corrective Action](#) for a Written Warning
  - a. This warning will include the participation of the Program Director, Primary Faculty Advisor, Associate Chair, and Chair
  - b. This warning will be placed in your personnel file
  - c. This warning will include a remediation plan, the deadline provided for completing the remediation plan, and future disciplinary action if the documented unacceptable behavior continues or the remediation plan has not been accomplished by the deadline
  - d. If an additional unacceptable behavior occurs while the improvement plan is in place, a more severe disciplinary action may occur than that described in the written warning
2. A UNT System HR Notice of Corrective Action for a Final Written Warning
  - a. This warning will include the participation of the Program Director, Primary Faculty Advisor, Associate Chair, and Chair
  - b. This warning will be placed in your personnel file

- c. This warning will include a remediation plan, the deadline provided for completing the remediation plan, and future disciplinary action if the documented unacceptable behavior continues or the remediation plan has not been accomplished by the deadline
    - d. If an additional unacceptable behavior occurs while the improvement plan is in place, a more severe disciplinary action may occur than that described in the written warning
  3. A UNT System HR Notice of Corrective Action for a Final Written Warning with Suspension for up to one academic year and without Pay
    - a. A consultation between the Chair and UNT HR will occur before this Corrective Action is completed
      - i. Emails, Canvas communication, and personnel file will be shared with HR for an investigation and documentation
    - b. This warning will include the participation of the Dean, Program Director, Primary Faculty Advisor, Associate Chair, and Chair
    - c. This Corrective Action will be placed in your personnel file
  4. Notice of Termination from Employment with no possibility for future employment within the Department of Psychology
    - a. Grievances filed by a student employee must be filed in accordance to [UNT Policy 05.042, Grievance](#)
    - b. This Notice of Termination will be placed in your personnel file

## Benefits

The University recognizes the essential need to provide adequate benefits to sustain the graduate student and his/her family while the student pursues his/her studies. Benefit plans will be offered for assistantships for domestic and international students who meet the eligibility requirements of the benefit plans.

### Tuition Benefit Program

The Tuition Benefit Program (TBP) is one of several programs UNT has developed to provide support for graduate students as they pursue their studies. The TBP provides a tuition supplement for eligible recipients. Because this award is tied to employment as a Graduate Assistant, hiring departments—not the Toulouse Graduate School—determine which graduate assistants receive the tuition benefit and the award amount. **Please contact your hiring department for more details.** [Click here for more information about the program.](#)

### Non-Resident Tuition Waivers

Many students who receive an assistantship and are classified as non-resident/out-of-state are eligible to have non-resident/out-of-state tuition waived and will pay tuition at the resident/in-state rate through an employment waiver. This waiver is submitted each semester by your awarding department to the Toulouse Graduate School.

After residing in the state for 12 consecutive months, a student may apply for reclassification as a resident for tuition purposes provided unequivocal proof of establishment of domicile in Texas. For more information on reclassification, as well as documentation required, please visit the [Registrar's Office website](#).

### Health Benefits

The two available health insurance plans are the State's Uniform Group Insurance Plan administered by the Employee's Retirement System (ERS) and the University's Student Injury and Sickness Insurance Plan administered by Aetna. More information on health benefits can be found on the [insurance site page](#).

## Uniform Group Insurance Program (ERS)

Graduate students, whether domestic or international, who are employed in a salaried capacity that requires graduate student status for at least .5 FTE are eligible to participate in this plan. Details regarding the program can be found at the [UNT System Human Resources](#) site. Premiums for the current academic year can be found through the [Employees Retirement System of Texas](#) site.

## Student Injury and Sickness Insurance Plan (Aetna)

The University has contracted with Aetna to offer a Student Injury and Sickness Insurance Plan to domestic and international students. All students are eligible to enroll in this plan. Additional details can be found at [UNT's Health & Wellness Center](#).

## International Students

All international students and scholars holding non-immigrant visas must carry UNT-approved health insurance coverage during the entire period of their UNT residence. Residence is defined as that continuous period from initial orientation and enrollment or employment, including holidays, through graduation or final separation from the university. International students are automatically charged for the UNT-offered policy each semester at registration, and must provide proof of comparable insurance by the established deadline at International Advising to avoid purchasing the UNT-offered policy. The University has contracted with Aetna to offer a Student Injury and Sickness Insurance Plan to international students. Details regarding the plan can be found at [UNT's Health & Wellness Center](#).

## Employee Assistance Program (EAP)

Employees at UNT are provided with assistance in the form of legal support, wellness coaching, professional development, and counseling. This benefits program is called EAP and is provided by [Alliance Work Partners](#). If you need any of these resources, we strongly encourage you to use them as they are no charge to you while you are employed with UNT. EAP benefits are not accessible until your first paycheck as a graduate student assistant has been issued on the first business day of October. UNT should provide you with a registration code for the enrollment process.

## How to Access EAP

1. Go to <https://www.awpnow.com/main/>
2. Click "Access Your Benefits"
3. Complete the registration process to enroll
  - a. If you did not receive a code for EAP, call 1.888.327.4636
4. Once registered, log in and click on the resource you need
5. Instructions for accessing each resource will be provided

## Employee Accommodation Requests

### Remote TA/TF Work

While we provide a few remote courses (INET), but those educator employment positions are reserved for the following:

1. you have a documented issue that, if on campus, creates a safety risk
2. you are forced by UNT to complete degree requirements off-site (externship, external practicum) and this requirement interferes with your ability to work on campus
3. the employee's needs are approved by Human Resources AND a job exists that meets the needs of the employee requesting the accommodation

The flexible work arrangement policy (UNT 05.002) points to a few important items for remote work. The first being that “a flexible work arrangement is a privilege and not a right” and therefore departments are not required to allow for flexible work arrangements if a certain job responsibility is not conducive to remote work. The second point to note on this policy is that salaried graduate students are not included as positions that this policy applies to. The Office of Academic Affairs has certain guidelines which require Provost approval for any remote work assignment outside of the DFW metroplex or any assignment of more than 40% time being remote. Therefore, if you do not meet the aforementioned employee needs listed above, you will not be provided remote work.

### Leave of Absence

Graduate student employees are part-time status, and thus, do not earn sick days, medical leave, or FMLA. If you need to remove yourself from the program for an extended period of time, and have already accepted an offer of employment, you are obligated to provide the department with no less than 2 weeks’ notice that you do not intend to accept the employment offer. If you experience a crisis that renders you unable to continue in the program, and in turn, as an employee, you must contact the department, your major advisor, program director, and graduate coordinator. Please do this as soon as possible by sending an email to all aforementioned persons, and mark the email “High Importance.” We want to ensure that you get the support you need, but cannot do that if you fail to communicate with us. In turn, not showing up for classes and/or work can result in termination. If we do not know your extenuating circumstances for your absence, we cannot provide flexibility. So, please help us help you.

Once you determine that you can return to the program to resume your degree, please note that employment upon your return to the program is not guaranteed. But we will do our best to offer it to you. In addition, employment can only occur if you are enrolled in 9 credit hours during the regular academic semesters AND you are in good standing with the program. Employment and program acceptance for graduate students are offered together, but students can turn down employment offers and remain in their graduate program. Students cannot pause their participation in their graduate program and, during that pause, remain a part-time employee by UNT Department of Psychology.

Your contract with the department is for a projected 4 years, requiring renewal every academic year. Renewal is based on satisfactory performance and progress in your academic program (review the Graduate Student Manual for your program) and your success and professionalism in previous positions within the department (review [Roles and Responsibilities](#)). Employment for the academic year begins on your first day of employment—1 week before classes begin for the Fall semester. Therefore, please consider the following if you are contemplating a leave of absence or turning down an employment offer:

4. Your guaranteed funding can only be secured for 4 years from the first day you are employed
5. Requests for remote employment cannot be approved unless:
  - a. you have a documented issue that, if on campus, creates a safety risk
  - b. you are employed by a grant, and the PI approves your requested schedule/remote location, OR
  - c. the employee’s needs are approved by Human Resources AND a job exists that meets the needs of the employee requesting the accommodation

For example, you might have accommodations for your education (ADA Employee Accommodations section) that require faculty to provide you with extended time to complete assignments and online access to course materials. However, that educational accommodation is NOT an employee accommodation. Educational and employee accommodations are two separate issues. Therefore, if you need an employee accommodation, you must work with HR.

## Relocating

If you decide to relocate out of the DFW area during the academic year, and as a result, cannot consistently work on campus to teach classes, assist with instruction, grade student assignments in a timely manner, proctor exams, and/or hold on-campus office hours, then you forego our funding commitment to you. This is for several reasons. Our graduate programs are not remote, and therefore, neither is our graduate student funding. Only students who must relocate out of the area to complete required coursework, have satisfactory performance, and who are within their 4-year funding window, can maintain their employment. For example, if a student in their 4<sup>th</sup> year must travel or elsewhere for their practicum and/or externship, and that required experience is not paid, the department will do its best to offer remote employment.

## *In-State Tuition Stipulation*

To pay in-state tuition, there must be conclusive evidence of the student's intent to permanently establish, or have the current permanence of, their domicile in Texas. **Domicile meaning to live and maintain gainful employment in the State of Texas.** This requires proof that you have been a resident of Texas for 12-months prior to the semester of which you are applying to begin your program. If you live in Texas, but are not a permanent resident (international student, for example), then the Tuition Benefits Program might be able to help you.

For more information about Residency, visit the [informational UNT Residency website](#). For more information about the Tuition Benefits Program (TBP), visit the [Toulouse Graduate School TBP](#) website and speak with the Graduate Program Coordinator about the department's process for offering this benefit.

If you are a permanent resident of Texas, but move outside of the state before your degree is completed, you will be required to notify the Toulouse Graduate School of your non-Texas resident status. Only permanent Texas residents, or those non-permanent residents who are UNT-employed for at least 20-hours, receive the in-state tuition benefit. Therefore, if you desire to move out of the area, but depend on departmental employment, please speak with the department chair to discuss the ramifications. By moving out of the area for reasons that are not required of your degree, you will lose UNT employment, and in turn, in-state tuition and/or TBP.

## ADA Employee Accommodations

ADA accommodations for your education are not the equivalent of ADA accommodations for your employment. Employment and education are separate. Therefore, if you require employment accommodations, you must first meet, and file the proper paperwork, with [UNT HR](#). Next, UNT HR will contact your supervisor to determine if any jobs exist that currently meet your documented needs, or can be adjusted to meet your documented needs, while still empowering you to complete the job as described and assigned. When those details are finalized, UNT HR will continue to work with you and your supervisor to ensure documented needs are provided and job performance is satisfactory. If you are in need of information about ADA, including student processes for educational accommodations, UNT policies, and resources, the [UNT System HR department](#) has a wonderful website with instructions, links, and forms to assist you.

## Dean of Students Requirements

### How to Help Students in Crisis

As a TF/TA, you are what is known as a “Mandated Reporter”. This means that if you are aware of suspected sexual assault, sexual harassment, dating violence, stalking, self-harm, possible harm to others, or retaliation, you are required to report the suspected violation immediately to your supervisor and the Office of Opportunity (i.e., the Dean’s office).

- I. Sexual Misconduct: Title IX – Mandatory Reporting
  - a. Faculty are obligated to report sexual misconduct, per Texas legislation and university policies
  - b. For further information on the Texas Education Code, filing a report, resources, sexual misconduct policies, etc., click [here](#).
  - c. To access the reporting form for sexual misconduct, click [here](#).
  
- II. Responding to Suicidal Concerns
  - a. Remember QPR (Question, Persuade, and Refer)
    - i. *Question* the person about suicide, *Persuade* the person to get help, and *Refer* for help (e.g., CARE Team) when a student’s behavior goes beyond the normal classroom disturbances and appears distressed
  - b. If danger is imminent contact campus police at 940-565-3000 or dial 911
  - c. For further information for determining whether a student is distressed and/or how to communicate with the student, click [here](#).
  
- III. Referring Students to the CARE Team.
  - a. The CARE Team is a collaborative interdisciplinary committee of university officials that provides resources and services that support and protect students.
  - b. To refer a student, you can contact a CARE representative with name of the student and a brief narrative of their behavior. The team meets regularly throughout the semester and will review your referral at the next meeting. An emergency meeting can be called if necessary, by determination of team chair.
    - i. To refer a student to the Care Team, click [here](#). After submitting report, a staff member will reach out to student
  - c. For the UNT CARE Team contact info, click [here](#)

### How to Address Violations of Academic Integrity

“Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, the University of North Texas promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.” – UNT Provost Office

- I. According to UNT’s Student Academic Integrity Policy 06.003, instructors must report violations and submit the findings, conclusions, and sanctions assigned to the student. To read more about UNT’s Academic Integrity Policy, click [here](#).
- II. To report a Violation of Academic Integrity, click [here](#). Information will be reviewed by the Office of Academic Integrity to determine if further action is warranted for reported violation
- III. For furth information for supporting students or reported suspected wrongdoings, click [here](#).



## Family Educational Rights and Privacy Act (FERPA)

Access to student personal information is governed by the Family Educational Rights and Privacy Act (FERPA). FERPA affords all students rights and protections relating to their education records.

- I. All new employees (this includes TF/TAs) requesting access to student information systems (e.g., Canvas) are required to complete UNT's FERPA training within 10 days of starting employment and then subsequently every other year.
  - a. To complete this training, click [here](#).
- II. For further information about FERPA, click [here](#).

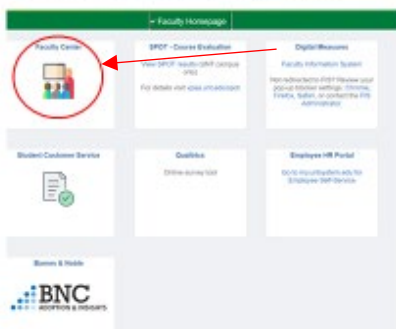
## Syllabus Compliance

For your course, you must create a syllabus that is line with the Americans with Disabilities Act Standard for Accessible Design – also known as ADA Compliant. Having a syllabus that is ADA Compliant ensures that your syllabus is accessible to those with disabilities (a requirement for UNT employees). An ADA compliant syllabus template with comments can be found in Appendix B. Once you have your course information completed, you should fill in your course components into the syllabus template and make all necessary changes.

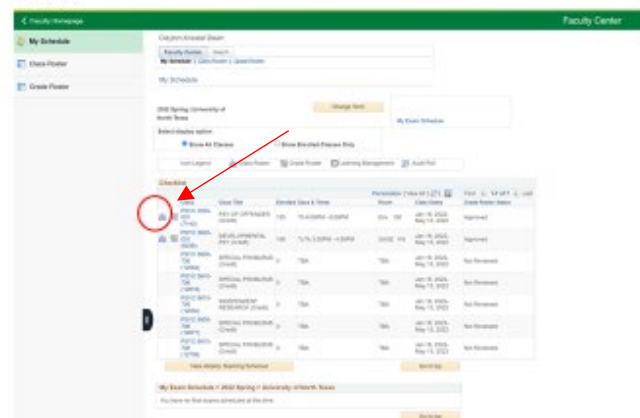
## Sending a Mass Email with Attachment

Before your Canvas course is published, you might want to email your enrolled students a copy of your syllabus. You can achieve that using your FIS Faculty Roster.

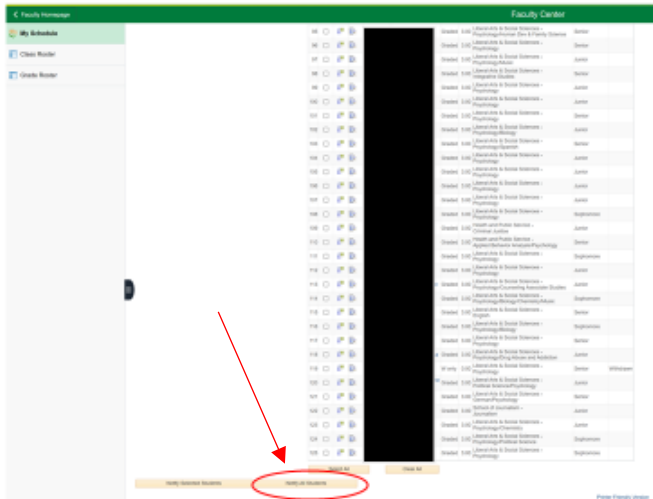
### 1. In FIS, select Faculty Center



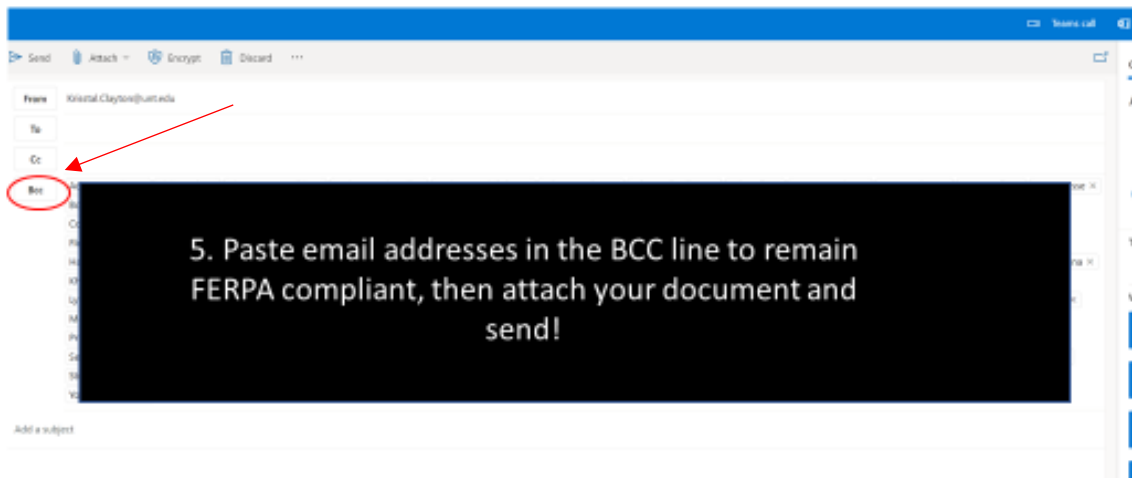
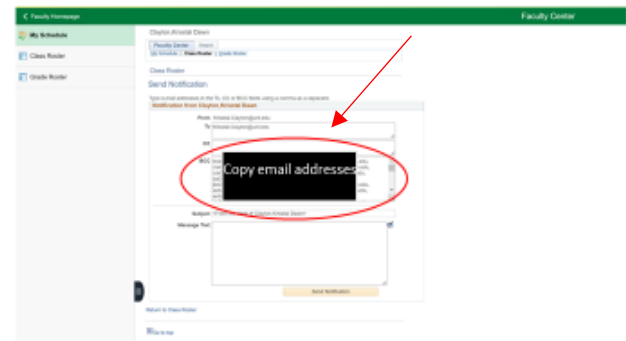
### 2. Choose the class roster for the course you wish to email



3. Scroll to the bottom of the page and click "Notify All Students"



4. In the BCC section of the Email Tool, copy all student addresses and paste them into a new Outlook message



## Required Software/Programs

### Enterprise Information System (EIS)

EIS access allows for grade entry, roster viewing, and sending emails to specific and/or all students. All of which are essential to your TF/TA position.

- I. For access to EIS, click [here](#).
  - a. Note: FERPA training must be completed **before** TFs can access EIS.
- II. Audit Rolls – Attendance Tracking
  - a. For your course, you will need to take attendance for the first 4 weeks of class. Then, you will need to report your students' attendance in the EIS system.
    1. Attendance for an online class can be completion of assignments
  - b. To get access to EIS, click [here](#).
  - c. To learn how to use EIS for attendance, click [here](#).
  - d. If you would like to add TAs to your class in EIS to allow them to update the audit class roll, contact the undergraduate coordinator and associate chair for academics.

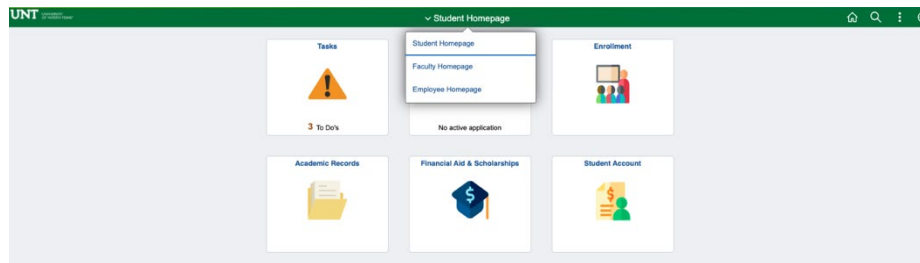


### III. Reporting Audit Rolls

- a. All TFs are required to report to the Registrar's Office on the attendance and academic progress of every student enrolled in their classes.
- b. Steps for Completing Audit Rolls

To log into your Faculty Homepage, click [here](#).

1. Set your homepage to "Faculty Homepage" using the top drop-down menu:



2. Click the faculty center title
  3. Click on the audit roll icon to the left of the class in the faculty center
  4. Check each student who has attended class at least once or never attended
  5. Click on the drop-down box at the top and change to "Approved"
  6. Click on the Save button at the bottom of the roll.
- c. Once the approved status is chosen, no further changes can be made to this Audit Class Roll. Emails will then automatically be sent overnight to the students.
    1. Once the emails have been sent, the status will automatically change to Notice Sent and no further updates may be made.
  - d. For further assistance, email [Registrar@unt.edu](mailto:Registrar@unt.edu)

### IV. Student Perceptions of Teaching (SPOT) evaluations

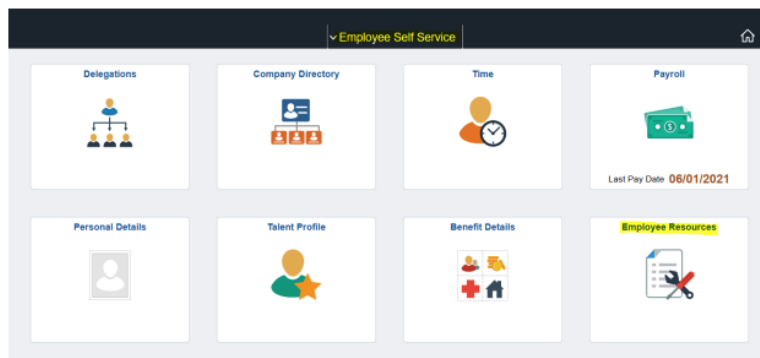
- a. SPOT is the student evaluation system for UNT. For more info, click [here](#).
- b. For instructions on how to add a SPOT survey link to Canvas, click [here](#).
- c. To access UNT's SPOT user guide, click [here](#).
- d. For further assistance email [spot@unt.edu](mailto:spot@unt.edu)

## Faculty Information System (FIS)

The Faculty Information System (FIS) is used for uploading your syllabus for public access ([HB 2504](#)) and reporting grades.

### I. How to Log in to FIS

1. Visit [my.untsystem.edu](http://my.untsystem.edu) and log in to Employee Self Service
2. From Employee Self-Service, click on Employee Resources title



3. Click on the Digital Measures title

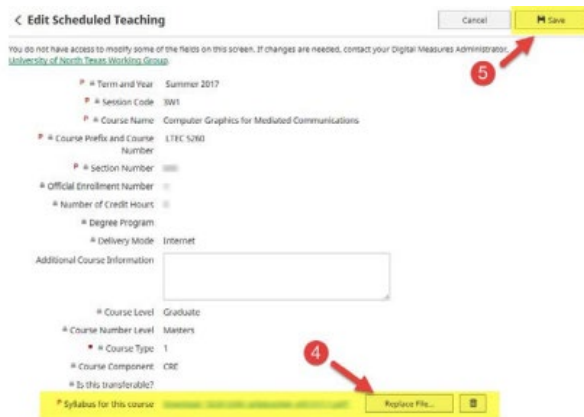


II. Uploading Syllabus Through FIS

1. Complete steps for logging in listed above to access FIS
2. Once you have selected the Digital Measures, look under the “Teaching” header
3. click on “Scheduled Teaching”



4. Select your course. Upload your syllabus.
5. Save



6. **Note:** TF/TAs must upload syllabus to FIS **1 week before classes begin.**
  - i. Remember, you are paid for the first week before classes begin. During this time, you are expected to be available to the department, work on course prep, and complete your syllabus.

Reporting Grades and Incompletes

1. All educators are notified of Faculty Grade Roster availability one week prior to final exams with detailed instructions on how and when to submit student grades electronically via my.unt.edu
2. The Records area of the Registrar’s Office coordinates the finalization of final grades submitted electronically by faculty
3. The deadline for submission of grades is usually the first working day after graduation.

4. For instructions for submitting grades please utilize this pdf document:
  - i. [Grade Reporting Faculty Guide](#)
5. This is also where you would give a student a grade of "I" for Incomplete
  - i. To issue an Incomplete grade, students must meet [specific requirements set by UNT](#) and the Department ([Appendix F](#))
    1. Students **must have passed 60% of the course** and have documentation of an extenuating circumstance (medical or military issue, for example) beyond their control to be eligible. Personal pursuits such as employment, difficulties commuting, desiring more time to do the coursework, or distractions do not count as extenuating circumstances.
      - a. Passing 60% of what has only been assigned is NOT passing 60% of the course
    - ii. Students must contact their instructor about an Incomplete Grade request no later than the Monday of Finals Week.
      1. Issues that could have been anticipated, or were known early enough in the semester, are not eligible for an Incomplete. Those issues warrant a withdrawal from the course.
    - iii. Students must be able to complete the coursework by the deadlines that the instructor chooses
      - a. The timeline that a professor sets to complete the course must be reasonable, but might not be what the student can accomplish
      - b. While the university has a deadline of 1 year, professors can set due dates at any time within that year.
        - i. Exception: students called to active military duty need to communicate your situation with your instructor so you are provided additional time than what would be normally required.
      - c. The instructor must be capable of adjusting all remaining assignments, extending due dates after the class has officially finished, and be available to complete the grading
        - i. A contract ([Appendix F](#)) must be developed between, and signed by, the instructor and the student which includes a list of remaining assignments, when those assignments will be due, and how to submit those assignments (Canvas, email, front office)
    - iv. Instructors do not get paid for this work, and might not be in a position to continue teaching once the semester ends. This can hinder educators from providing students with what has been promised. Think carefully about whether you will be available and employed at UNT the following semester/summer to help this student complete their coursework.
    - v. Instructors must submit the signed contract to the student via email, and copy the corresponding program coordinator for documentation
    - vi. When the student completes the work, request the Grade Change Form from the program coordinator
      1. Fill out this form in its entirety. If you do not have the course number, section, justification for the grade change, full name of the student, or student ID#, your form will be sent back to you. It is not the department's job to complete these forms on your behalf.
    - vii. Students who do not complete the work as agreed, or who change their mind about an Incomplete, and as a result, want to revert back to the grade they had

before the Incomplete was issued, will NOT be allowed to renege on their contractual obligations. Failure to complete the work will automatically result in a failing grade unless otherwise noted by the instructor.

1. Exception: students called to active military duty can renegotiate the agreement for additional time if they are still actively serving. A renegotiation will require an amended contract, signed by the student and the instructor. That renegotiated contract must include a plan for how the student will complete the coursework, and who the coursework will be submitted to/graded by in the case that the instructor is no longer employed by the UNT Department of Psychology.

## FIS Help and Deadlines

- i. If you are unable to access FIS through the provided link, please review the instructions for your browser choice: [Chrome](#), [Firefox](#), [Safari](#) or contact the FIS Administrator (contact information listed below).
- ii. Course posting requirements, deadlines, and the training presentation are available on the left menu from within FIS.
- iii. For additional assistance
  - i. Email [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)
  - ii. Call 940-369-6108
- iv. For more information (e.g., updating public profile, posting policies, deadlines) visit <https://vpaa.unt.edu/fs/resources/fis-resources>

## Canvas Assistance

Canvas is the course management system that UNT uses. This is where you will upload your syllabus, create/post/grade assignments, and make announcements to your students.

- I. To watch a UNT Canvas training video, click [here](#).
- II. To enroll in UNT's Canvas bootcamp, click [here](#).
- III. TF/TAs are required to complete the Canvas training through CLEAR before the semester begins.
  - a. To request access to the training, click [here](#).
  - b. Self-enrollment for the training is located [here](#).
- IV. For Canvas resources, click [here](#).
- V. Canvas Studio
  - a. Canvas Studio is a video hosting platform for UNT Canvas and is an easy-to-use media tool that integrates directly with Canvas to allow teachers and students to create, upload, edit, and manage audio and video files.
  - b. To learn Eaccess and use Canvas Studio, click [here](#).
  - c. To understand Canvas policies, click [here](#).
- VI. Respondus software is a huge time saver for creating and plugging in test banks to Canvas.
  - a. To access a how-to guide, click [here](#).

## SPOT Evaluations

### Adding the SPOT Survey to Your Canvas Course

The Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. This guide provides information on how to add the survey to your course into Canvas. We recommend including the web link in one of your course modules and creating an announcement.

Adding the Survey URL to a Course Module:

1. Open the automated email with the unique URL from the IASystem Notification (no-reply@iasystem.org).
2. Copy the survey URL for your course and section.
3. Go into your corresponding Canvas course.
4. Click Modules on the course menu.
5. Click the + icon in the Module where the link should appear.



6. Change the option in the dropdown menu to External URL.
7. Paste the URL you copied from the email into the URL field. Enter a name for the survey (for example, SPOT Survey Link).
8. Click Add Item.

Add Item to Start Here

---

Add External URL to Start Here

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page Name:

Load in a new tab

Indentation: Don't Indent

### Create an Announcement for the SPOT Survey

You can also remind students to complete the survey and include the link in an announcement to increase participation.

1. Open the automated email with the unique URL from the IASystem Notification (no-reply@iasystem.org).
2. Copy the survey URL for your course and section.
3. Go into your corresponding Canvas course.
4. Click on the Announcements tool in your course menu.
5. Click the green +Announcement button in the top right corner.
6. Enter a title in the Topic Title field, e.g., “Complete your SPOT Survey – Win an iPad.”
7. Paste the survey URL from the email into the text area of the announcement and add your personalized invitation to your students.

8. Choose which section in the Post to drop down menu that should receive the announcement.
9. Click Save.

The screenshot shows a web browser window with the title "Complete your SPOT Survey - Win an iPad". The main content area is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and image. Below the editor is a "Post to" dropdown menu currently set to "All Sections". At the bottom, there is an "Attachment" section with a "Browse..." button and the text "No file selected." Below that is an "Options" section with a checked "Delay posting" checkbox, a "Post At:" field with a calendar icon, and three unchecked checkboxes: "Allow users to comment", "Users must post before seeing replies", "Enable podcast/feed", and "Allow liking".

## Special Circumstances

If you have multiple courses that are combined in Canvas but not cross-listed in EIS, please contact Mary Speight ([mary.speight@unt.edu](mailto:mary.speight@unt.edu)) for assistance.

## Email Notification Schedule

All online evaluations are equipped with email notifications. Emails will be sent under the following circumstances:

Online Evaluation Created	<ul style="list-style-type: none"><li>Faculty receive an automated email with information about the evaluation setup details and link to the IASystem™ faculty portal. Generally these are created two weeks prior to the survey launch.</li></ul>
Online Evaluation Opens	<ul style="list-style-type: none"><li>□ Faculty receive an automated email notifying them the course evaluation for their class is now open (fall schedule can be found here: (<a href="https://vpaa.unt.edu/spot/fa21">https://vpaa.unt.edu/spot/fa21</a>)).</li><li>□ Students receive automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation (spring schedule can be found here: (<a href="https://vpaa.unt.edu/spot/fa21">https://vpaa.unt.edu/spot/fa21</a>)).</li></ul>
Evaluations Close	<ul style="list-style-type: none"><li>□ Faculty receive an automated email when their reports are available (online). These emails are generated when the evaluation is closed and the Reports Available date has been met.<ul style="list-style-type: none"><li>○ Reports will be available three days after grades are posted.</li></ul></li></ul>
Reminders & Updates	<ul style="list-style-type: none"><li>Automated email reminders are sent to students who have not yet responded based on the length of the semester. Automated email updates are also sent to faculty with updated response rate information on the same dates.<ul style="list-style-type: none"><li>○ 1<sup>st</sup> reminder/update, 8 days prior to close</li><li>○ 2<sup>nd</sup> reminder/update, 4 days prior to close  </li><li>○ 3<sup>rd</sup> reminder/update, 1 day prior to close</li></ul></li></ul>

An automated confirmation email will be sent to students immediately upon submission of an online course evaluation.

Got questions? Contact [spot@unt.edu](mailto:spot@unt.edu) or visit [www.spot.unt.edu](http://www.spot.unt.edu)

## Teaching Materials and Resources

### Teaching Mentorship

Your Primary Faculty Advisor is your mentor for a reason; they are accomplished academics who have been in the classroom. They know UNT policy regarding the classroom, exercise good classroom management strategies, and have instructional resources such as syllabi, rubrics, and successful assignments. They can also reach out to their colleagues to seek additional support on your behalf. Therefore, your first step when seeking advice about teaching and classroom management is to communicate with your Primary Faculty Advisor.

If your Primary Faculty Advisor cannot help you, the Associate Chair for Academics and Department Chair are great resources for issues you are experiencing with classroom management, difficult students, and/or students in distress.

Questions about how to navigate/program Canvas or other applications are answered in this manual either directly or by providing the hyperlink. Therefore, application navigation questions should not be directed to faculty. Instead, please refer to this manual.

## Faculty Development and Training through UNT's CLEAR Department

UNT's Center for Learning Enhancement, Assessment, and Redesign (CLEAR) provides professional development for graduate student instructors and strives to support graduate and faculty in achieving their fullest teaching potential and in providing students best education possible. Visit their homepage [here](#).

- I. To visit their faculty development page for information regarding trainings (e.g., online teaching, first-time teaching, graduate student teaching) and resources (i.e., Teaching Commons), click [here](#).
- II. Graduate Student Teaching Excellence Program (GSTEP)
  - a. GSTEP is a zero-credit course designed for UNT graduate students that focuses on topics related to university teaching and student learning (e.g., writing learning objectives, evaluating teaching effectiveness, developing lesson plans).
  - b. It is offered online every Fall and Spring (16-week term), as well as Summers (10-week term).
  - c. To learn about program requirements and how to enroll, click [here](#).
- III. Teaching Commons
  - a. The Teaching Commons is a virtual resource and gathering space for UNT educators. It includes Teaching Essentials, Teaching Commons Podcast, and Teaching Excellence Handbook.
  - a. To visit the Teaching Commons, click [here](#).
  - b. For an introduction to teaching online, click [here](#).
  - c. To access CLEAR online course development services, click [here](#).
- II. UNT CLEAR Contact Information for Support
  - a. Faculty Help Desk phone number: 940-369-7394
  - b. Email CLEAR at: [clearhelp@unt.edu](mailto:clearhelp@unt.edu)
  - c. For the chat link, click [here](#).

## Society for the Teaching of Psychology (STP)

The Society for the Teaching of Psychology (STP) curates and distributes teaching and advising materials to all teachers of psychology.

- I. For free peer-reviewed teaching resources from STP's website, click [here](#).
- II. If you have Facebook, STP also has a group where educators from all around the world post their materials, ask questions, and share ideas. Just search in Facebook "Society for the Teaching of Psychology – STP" and request to join the group.

## Free UNT Teaching Materials

- I. In the UNT TF google drive, you will find other UNT TF's teaching materials that you may find helpful.
  - a. Email: [untpsycfts@gmail.com](mailto:untpsycfts@gmail.com)
  - b. Password: TerrillHallHelp



- c. If it requires verification, reach out to your program student representative or president of the graduate student association for psychology.
- II. In the Department Shared Drive, you will find UNT teaching materials provided by faculty and former TFs
  - a. \\cas-shared.unt.ad.unt.edu\SHARED\PSYC\Undergrad Teaching

## **Working with the Office of Disability Access (ODA)**

### **Accessible Information Management (AIM)**

Accessible Information Management (AIM) is a web-based disability services management system. AIM protects confidential information about students and allows more transparency and communication between student, instructor, and ODA staff. AIM was created so that you can virtually manage which of your students have academic accommodations and what those accommodations are.

- I. The AIM Faculty Manual
  - a. To access a step-by-step guide to navigate AIM and ODA accommodations, click [here](#).

### **Letter of Accommodation (LOA)**

The Letter of Accommodation (LOA) from the ODA office is used to inform instructors of a student's approved academic accommodations.

- I. An LOA provides the following:
  - a. A short description of the student's accommodation(s).
  - b. Specific information such as semester of use and course information.
  - c. A link to the AIM Instructor Portal to aid faculty in managing students' accommodations for students with disabilities enrolled in your courses.
    - i. Includes uploading tests, seeing accommodation letters, reviewing ODA exam proctoring requests, seeing assigned note-takers and viewing uploaded notes.
  - d. A link to complete the ODA Testing Agreement to allow your students to take their exams in the Test Center
- II. If you have a student that needs accommodations, you will receive an LOA via your UNT email address.
  - a. The email address that the letter comes from will be from the following email address: [ODA@post.accessiblelearning.com](mailto:ODA@post.accessiblelearning.com)
  - b. To reply to this email, you will need to send your email to the following email address: [Apply.ODA@unt.edu](mailto:Apply.ODA@unt.edu)
  - c. To access the faculty guide, click [here](#).

### **Faculty Resources for Working with Students Registered with ODA**

The UNT ODA office has a variety of resources to help instructors with students who have accommodations. You can visit their website for resources and official forms by clicking [here](#).

# Undergraduate Psychology Coordinator

## Role of Undergraduate Psychology Coordinator

The Undergraduate Psychology Coordinator (UPC) facilitates assistantships, which requires important and timely information from graduate students that have a funding package. During the regular academic semesters, the UPC will provide a survey requesting employment availability, program membership, your year in the program, and whether you need to collaborate with the Department Chair and HR to receive employment that meets ADA and/or safety needs. Please respond to any communication from the UPC within 48 hours so we can make employment offers that best fit the department, your abilities, and your coursework needs.

## Frequently Asked TF/TA Questions Answered by the PSYC Coordinator

- I. When/how do I submit timesheets? Do I need my supervisor's signature?
  - a. Timesheets are due every two weeks, to Joan McKay, by 5 pm on Monday.
  - b. First-year and other new students are required to submit timesheets with both supervisors' signatures.
  - c. Upper-year students are not required to submit timesheets with their supervisors' signatures.
  - d. Timesheets can be submitted digitally by email to Joan.McKay@unt.edu, or can be placed in the box on the door of Terrill Hall 354.
  
- II. When do I need to submit my availability to the department in order to be assigned an assistantship position that works with my schedule?
  - a. Each semester, around mid-semester, an email will be sent to graduate students requesting their schedule for the next semester in order to begin the assistantship assignment process.
  - b. If your schedule changes after you respond to this initial email, it is your responsibility to notify the UPC of your updated schedule at the time you are aware of the change.
  - c. Positions are assigned based on student availability and departmental needs. If you need to change your position due to a coursework scheduling conflict, you will notify your program director, who will then work with the department to find another position if possible. In addition, students will be given 72-hours upon assistantship assignment dissemination to switch with a peer if desired. Switching with a peer requires the following:
    - i. both parties agree to the switch
    - ii. the director of the program for both peers agrees that the switch is an equitable request
    - iii. the department sees no issues with the requested switch
  
- III. What is the difference between a TF and TA? Can I be assigned an RA position?
  - a. *Teaching Fellows*, or TFs, are the Instructors of Record for a class and are responsible for teaching the material and overseeing the course.
    - i. For TFs, feedback is provided by the department and by SPOT evaluations completed by students in the course at the end of each semester.
  - b. *Teaching Assistants*, or TAs, are supervised by the TF and are often responsible for tasks such as grading and communicating with students.
  - c. *Research Assistant* (RA) positions are limited, and often contingent on grant funding.

- i. These positions are often discussed with faculty before the assigning process begins and supervisors oversee the work of their supervisees and provide feedback on job performance as needed.
  
- IV. What is EEOC training? Where do I go to complete it?
  - a. Equal Opportunity Online Compliance (EEOC) Training is mandatory for all UNT employees and must be completed every two years via UNT Bridge.
  - b. You should receive an email when you are due to complete or renew this training, or you can visit <https://idea.unt.edu/equal-opportunity-training>
  
- V. I'm having an issue with my supervisor and I don't know how to resolve it, what should I do?
  - a. If you are having an issue with your supervisor, please don't hesitate to ask for support.
  - b. You can contact the Department Chair, Dr. Don Dougherty at [Donald.Dougherty@unt.edu](mailto:Donald.Dougherty@unt.edu).
    - i. Dr. Dougherty will collaborate with the Associate Chair of the Department, Director of your program, and your major advisor to create a plan to resolve the issue.
  - c. You will then be able to meet with your program director every 2 weeks to discuss how the issue is being resolved.
  
- VI. It's my first time teaching a course and I don't know where to start. What should I do?
  - a. Teaching a course, especially for the first time, can be pretty daunting. In the past many students have reported finding it helpful to reach out to upper-year students and faculty who have taught the course in the past for resources and advice.
  - b. It's also a good idea to check out the course's textbook from the Psychology Department Office as soon as possible. UNT's Center for Learning Experimentation, Application and Research (CLEAR; <https://clear.unt.edu>) has a wealth of resources including UNT's Teaching Excellence Handbook.

## Appendix A: TF/TA Sample Contract

**As the TF for the course, I \_\_\_\_\_, am responsible for the following:**

\_\_\_ Creating lecture materials, including PowerPoints, lecture notes, exams, assignments, and rubrics.

\_\_\_ Notifying students and posting class assignments on Canvas at least 1 week before the assignment is due.

\_\_\_ Ensuring that assignments are graded and entered into Canvas in a timely manner. For papers, projects, and presentations, students can expect feedback within 2 weeks of the due date. For other summative assignments, students can expect feedback within 1 week of the due date.

\_\_\_ Responding to student emails, and emails from TAs and faculty, Monday-Friday from 8:00am – 5:00pm within a 24-hour period (unless the email is sent over the weekend).

\_\_\_ Meeting with the TA, \_\_\_\_\_, at least 1-2 times a month to check in and provide whatever assistance they may need.

\_\_\_ Holding consistent office hours on (Mondays) and (Wednesdays) from (11:00am – 12:30pm), for a total of 2 hours a week, as well as meeting with students as needed.

\_\_\_ If I need to cancel class, I will immediately contact the Chair and inform students of my plan to replace that planned with with (record a lecture and post the lecture notes to Canvas).

\_\_\_ I will assign each TA no more than 100 students per TA to grade assignments for and will email the TA and post to Canvas a list of first and last names that the TA is responsible for.

\_\_\_ I will submit the course syllabus in the Faculty Information System (FIS) no later than one week prior to the beginning of the semester.

**As the TA for the course, I \_\_\_\_\_, am responsible for the following:**

\_\_\_ Grading all course assignments in a timely manner, with a one week turn around for short assignments and 2 weeks for any written assignments, projects, and/or presentations.

\_\_\_ Responding to student emails, and emails from TFs and faculty, Monday-Friday from 8:00am – 5:00pm within a 24-hour period (unless the email is sent over the weekend or during a holiday/religious event).

\_\_\_ Providing assistance to the TF, \_\_\_\_\_, should they need your input or help with things like creating reviews, exams, or rubrics.

\_\_\_ Communicating with the TF for any concerns with students or the course.

\_\_\_ Holding consistent office hours on (Mondays) and (Wednesdays) from (11:00am – 12:30pm), for a total of 2 hours a week, as well as meeting with students as needed, insofar as it does not require me to work more than my total assigned hours.

TF (Teaching Fellow) Printed Name: [Click or tap here to enter text.](#)

TF (Teaching Fellow) Signature: \_\_\_\_\_

TA (Teaching Assistant) Printed Name: [Click or tap here to enter text.](#)

TA (Teaching Assistant) Signature: \_\_\_\_\_

## Appendix B: ADA Compliant Sample Syllabus



University of North Texas  
College of Liberal Arts and Social Sciences  
Department of Psychology  
PSYC 1630  
General Psychology I

Welcome to PSYC 1630, General Psychology II! This is an online introductory psychology course. I hope that you will enjoy learning about the human mind and behavior!

### Instructor Contact

Name: XXXXX  
Office Location: Terrill Hall XXX, University of North Texas  
Phone number: (940) XXX XXXX (office)  
Office hours: XXX and by appointment  
Email: [XXXXXXXX@unt.edu](mailto:XXXXXXXX@unt.edu)

### TA Contract

Name: XXXXXXXXXXXXX  
Office Location: Terrill Hall XXX, University of North Texas  
Office hours: XXX and by appointment  
Email: [XXXXXXXX@my.unt.edu](mailto:XXXXXXXX@my.unt.edu)

Name: XXXXXXXXXXXXX  
Office Location: Terrill Hall 215 (Cube XX), University of North Texas  
Office hours: XXX and by appointment  
Email: [XXXXXXXX@my.unt.edu](mailto:XXXXXXXX@my.unt.edu)

**The TAs are primarily responsible for grading and should be the first point of contact for grading, assignments and course-content issues/questions.**

### Course Description

This course explores the nature of psychology, with emphases on the study of personality development, decision-making, reactions to frustration, mental health, and how the individual interacts with and is influenced by others.

### Pre-requisites

There are no pre-requisites for this course.

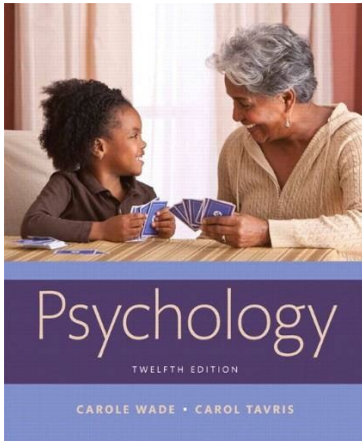
### Course Objectives

By the end of this course, students will be able to do the following:

- CO 1. Identify various research methods and their characteristics used in the scientific study of psychology.
- CO 2. Describe the historical influences and early schools of thought that shaped the field of psychology.
- CO 3. Describe some of the prominent perspectives and approaches used in the study of psychology.
- CO 4. Use terminology unique to the study of psychology.
- CO 5. Describe accepted approaches and standards in psychological assessment and evaluation.
- CO 6. Identify factors in physiological and psychological processes involved in human behavior.

### Required Materials

For this course, the textbook is required. The textbook is Psychology (12<sup>th</sup> ed.) by Carole Wade and Carol Tavis. This cover looks like this:



If you purchase the e-book for the course (**not required**), simply click on the Revel link from within Canvas and you will be prompted to register and enter your code/purchase access. **The Pearson Revel Quizzes and Modules are optional and will not be graded as part of the course (e.g., they are for your personal use and practice).** The deadlines for the Pearson Revel "Assignments" are set so that the material will be available to you throughout the semester (in other words, they are set after the semester ends. There is not actual "deadline" for these assignments as the assignments are optional).



### **Technical Support**

Student Helpdesk:

UIT Helpdesk

Sage Hall 130

940-565-2324

helpdesk@unt.edu



### **Technical Skills Requirements**

For this course you will need to be able to download and upload files, send and receive emails, and use Canvas.



### **Netiquette**

Please use appropriate online etiquette while communication with others during this course. See Albion's "**The Core Rules of Netiquette**": <http://www.albion.com/netiquette/corerules.html>

### **Course Requirements**

All the assignments and point values are listed below. See Canvas for the instructions and assignment details. The assignments will be available as the course progresses (consistent with the availability of the module). The correct answers for the quizzes will be available after the due date for that particular quiz has passed.

<b>Assignment</b>	<b>Points Possible</b>	<b>Percentage of Final Grade</b>
Article Critique #1	50 points	5%
Article Critique #2	50 points	5%
Article Critique #3	50 points	5%



Self-Check Quizzes (15)	25 points each (375 points total)	37.5%
Discussion Boards (8)	30 points each (240 points total)	24%
Journals (2)	45 points each (90 points total)	9%
Introduction Discussion Board	20 points	2%
Make a Difference Paper	125 points	12.5%
<b>Total Points Possible</b>	<b>1000 points</b>	<b>100%</b>

These are **some important points** for all assignments/quizzes.

- There will be **no make-up quizzes/assignments** because there are 2 weeks allotted to each module. However, if there are some unexpected circumstances, please provide written documentation/justification to the Instructor, and the Instructor will decide if a make-up/late quiz/assignment will be allowed. In general, if an extension is granted, **10 points will be deducted for each day** the assignment is late.
- Given that there are several assignments in this class, there is an ample opportunity to earn a high grade if all are attempted with due effort. Hence, I will not be rounding up grades.
- If a certain paper/assignment is submitted for this course, **ENSURE THAT THIS IS NOT THE SAME PAPER/ASSIGNMENT SUBMITTED FOR ANOTHER COURSE**. This is considered self-plagiarism and “turn-it-in” will detect a high level of similarity. A high-level of similarity (indicated in the grading rubric) will result in further action (e.g., grade of 0, further investigation).
- All quizzes/assignments make up the total grade; no quiz/assignment grades will be dropped.
- No other grades will be given except as noted above. If the student is doing poorly in the course, it is the student’s responsibility to drop or withdraw from the course before the appropriate deadline. If it is too late to drop or withdraw from the course, a mark of “Incomplete” will not be assigned (unless the requirements for obtaining an “I” are met as noted below); rather the student will be assigned the actual grade earned.
- The Instructor **may** provide extra credit assignments intermittently in the course.
- Given the online format of the course, **remember that there may be technological issues/problems**. Please contact the help desk (contact information listed above) for any technical issues. Relatedly, please do not wait until the last minute to complete/upload assignments. **You will have 2 weeks for each assignment so please ensure that each assignment is submitted early enough to navigate any technological issues that may arise**. TA/Instructor may not be able to assist you at the very last minute with any such problems.
- **Please check if assignments have been submitted in entirety/as expected before the assignment is due**. Students should not be emailing me after the assignment due date stating that they thought the assignment was submitted; however, there was a technical glitch and they realized later that the assignment was not successfully submitted. I will not be considering such requests.
- If there are technical issues or in doubt whether assignments have been/will be successfully submitted, please take a screenshot of the error messages or time-stamped copies of the assignment submissions.
- If you are travelling the day an assignment is due, please be mindful of any time differences across locations (change in time zones) and plan accordingly. I will not consider this as a reason for lack of timely assignment submission.
- A few assignments involve uploading pictures. Here are the instructions:
  - 1) Locating the User Files: <https://community.canvaslms.com/docs/DOC-10565-421241989>
    - Upload a file/image into the files area: <https://community.canvaslms.com/docs/DOC-10650-4212114368>
    - Embed the image/file into the Discussion submission: <https://community.canvaslms.com/docs/DOC-10700-4212190965>

## Grading

The grading scale for this course is A – F. The points I will use to calculate the final grade are below.

Grade	Points
A	900 or more
B	800-899
C	700-799

D	600-699
F	599 or less

---



### **Turnitin Notice**

Students are required to submit written assignments (3 Article Critiques, Journal assignments, and the Make a Difference paper) for this class to Turnitin, a web-based plagiarism detection service. Before submitting your paper to Turnitin, please remove the page containing any personal information. Any paper that is not submitted to Turnitin prior to submission to the Instructor will not be accepted and will not be graded.

To **ensure that Turnitin is activated and accessible**, follow these instructions:

1. Go to Account at the top of the Global Navigation list
2. Select Settings
3. Add your UNT Email address on the right side of the screen (it says + Email) in case your email address is not linked. Turnitin works by email addresses. Following these steps should enable Turnitin access for you. If there are any issues, contact the Help desk or the TA.



### **Course Expectations**

As the instructor in this course, I am responsible for

- Providing course materials that will assist and enhance your achievement of the stated course goals, guidance.
- Providing timely and helpful feedback within the stated guidelines.
- Assisting in maintaining a positive learning environment for everyone.

As a student in this course, you are responsible for

- Reading and completing all requirements of the course in a timely manner.
- Working to remain attentive and engaged in the course and interact with your fellow students.
- Assisting in maintaining a positive learning environment for everyone.



### **Student Concerns about the Course and Performance**

If you have a concern/complaint about the course, the first step you should take is to speak with me, your instructor. To do this, please feel free to talk to me after class or stop by my office hours. The link listed below outlines UNT's procedure for resolving complaints against UNT faculty, staff, and the university.

[https://policy.unt.edu/sites/default/files/07.016\\_StudentComplaint.Pub\\_0.pdf](https://policy.unt.edu/sites/default/files/07.016_StudentComplaint.Pub_0.pdf)

### **Incomplete Grades**

"I" is a non-punitive grade given only during the last one-fourth of a term/semester and only if a form signed by the instructor, student, and department chair and must be entered on the grade roster by the instructor. See also "Removal of I" policy in the Academics section of undergraduate catalog. (*The UNT Catalog generally allows up to 1 year to remove an "I" grade.*). Grades of "I" assigned to an undergraduate course at the end of the Fall 2007 semester and later, will default to "F" unless the instructor has designated a different automatic grade.



### **Policies**

Academic Integrity: <https://facultysuccess.unt.edu/academic-integrity> Code of

Student Conduct: <https://deanofstudents.unt.edu/conduct>

Please be aware that UNT policy (See <http://policy.unt.edu/policy/12-005>) based on Title 9 of the Education Amendments of 1972 (20 U.S.C. § 1681(a); See <https://www.aclu.org/know-your-rights/title-ix-and-sexual-assault>) entails a duty for institutional employees to report to the university any knowledge regarding recent events of sexual misconduct involving students or employees. Additionally, if you report any information indicating that you have been a victim of sexual harassment, sexual assault, dating violence, or stalking being a student or employee at UNT, I am required to report this information to concerned authorities as mandated by Texas State Law.



### **ADA Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities.



Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

### **Important Notice for F-1 Students taking Distance Education Courses Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://ecfr.gpoaccess.gov>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" and can be found buried within this document: <http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT>

The paragraph reads: in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### **UNT F-1 Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565- 2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Additional Information**

1. UNT schedule to register and withdraw/drop a course: <https://registrar.unt.edu/registration/spring-registration-guide>
2. Information on student policies and resources: <https://deanofstudents.unt.edu/>
3. Learning Center: <https://learningcenter.unt.edu/>
4. Undergraduate research Fellowship: <https://honors.unt.edu/research/unt-undergraduate-research-fellowship>

### **Schedule**

**Note:** Each module will be accessible 2 weeks before the due dates of the respective assignments for that module. The modules will be available for 2 weeks although the date ranges below just indicate one week – the reason a one-week frame is provided is to give you some guidelines on when the module and assignments can be completed to keep up with the course timeline. If you need access to modules before it is available for justified reasons (e.g., anticipating travel), please email me.

Module	Dates	Readings	Assignments
1	1/13-1/20	<ul style="list-style-type: none"> <li>Chapter 1 Why We Fall Prey to False information</li> </ul>	Discussion Board <b>(Start Here Section)</b> Self-Check Quiz
2	1/21-1/27	<ul style="list-style-type: none"> <li>Chapter 2 Are your Findings Weird</li> </ul>	Article Critique#1 Self-Check Quiz
3	1/28-2/3	Chapter 8: pg. 259 (start of chapter) – pg. 275 (“Persuasion or Brain- Washing”)	Discussion Board Self-Check Quiz
4	2/4-2/10	<ul style="list-style-type: none"> <li>Chapter 8: pg. 276 (“Individuals in Groups”) – pg. 296 (end of chapter)</li> <li>Groupthink, Bay of Pigs, and Watergate Reconsidered</li> </ul>	Discussion Board Self-Check Quiz
5	2/11-2/17	<ul style="list-style-type: none"> <li>Chapter 9 pg. 301 (start of chapter) – pg. 316 (“Overcoming our Cognitive Biases”)</li> <li>What is Loss Aversion?</li> </ul>	Article Critique #2 Discussion Board Self-Check Quiz
6	2/18-2/24	<ul style="list-style-type: none"> <li>Chapter 9 pg. 317 (“Measuring Intelligence: The Psychometric Approach”) – pg. 333 (end of chapter)</li> <li>Of Bairns and Brains</li> </ul>	Self-Check Quiz
7	2/25-3/2	<ul style="list-style-type: none"> <li>Chapter 11 pg. 379 (start of chapter) – pg. 394 (“Gender and Emotions”)</li> <li>Evolution of Human Emotion: A View Through Fear</li> </ul>	Discussion Board Self-Check Quiz
8	3/3-3/9	<ul style="list-style-type: none"> <li>Chapter 11 pg. 395 (“The Nature of Stress”) – pg. 414 (end of chapter)</li> <li>Why Don’t Zebras Get Ulcers? Why do We?</li> </ul>	Journal Self-Check Quiz
9	3/10-3/23	<ul style="list-style-type: none"> <li>Chapter 13 pg. 457 (start of chapter) – pg. 477 (“Getting Children to be Good”)</li> <li>The Trolley Problem</li> </ul>	Discussion Board Self-Check Quiz
10	3/24-3/30	<ul style="list-style-type: none"> <li>Chapter 13 pg. 478 (“Gender Development”) – pg. 493 (end of chapter)</li> <li>The extraordinary case of the Guevedoces</li> </ul>	Article Critique #3 Self-Check Quiz
11	13/31-4/6	<ul style="list-style-type: none"> <li>Chapter 14 pg. 500 (start of chapter) – pg. 515 (“Evaluating Genetic Theories”)</li> <li>The Hero’s Journey</li> </ul>	Discussion Board Self-Check Quiz
12	4/7-4/13	<ul style="list-style-type: none"> <li>Chapter 14 pg. 516 (“Environmental Influences on Personality”) – pg. 529 (end of chapter)</li> <li>Does Rice Farming Lead to Collectivist Thinking</li> </ul>	Discussion Board Self-Check Quiz

<b>13</b>	4/14-4/20	<ul style="list-style-type: none"> <li>• Chapter 15 pg. 539 (start of chapter) – pg. 555 (“Origins of Depression”)</li> <li>• Obsessive-Compulsive Disorder</li> </ul>	<p>Make a Difference Paper Self-Check Quiz</p>
<b>14</b>	4/21-4/27	<ul style="list-style-type: none"> <li>• Chapter 15 pg. 556 (“Personality Disorders”) – pg. 575 (end of chapter)</li> <li>• Frontline: Chasing Heroin</li> </ul>	<p>Discussion Board Self-Check Quiz</p>
<b>15</b>	4/28-5/4	<ul style="list-style-type: none"> <li>• Chapter 16</li> </ul>	<p>Journal Self-Check Quiz</p>

## Appendix C: Sample Rubric

Objective	Description	Points Available	<i>“Excellent”</i>	<i>“Average”</i>	<i>“Needs Work”</i>	<i>“No Attempt”</i>
Correct Use of Key Terms	The student accurately described a key term relating to the topic question.	10	Student accurately described key term relating to topic without error.	Student used correct key terms related to key topic, with some error or ambiguity.	Student failed to include the correct key term related to topic.	Student did not attempt to include a key term.
Demonstrates Mastery of Content	The student understands the content and is able to integrate life-experience to synthesize examples, interpretations, or create tangible connections.	30	Student adequately articulated correct understanding of content and accurately synthesized new related idea.	Student was able to include a real-life experience without connection to content, (or) shows understanding of content without connection to real-life example.	Student failed to demonstrate understanding of content and failed to make connection to real-life example.	Student made no attempt to demonstrate mastery of content or make connections to real-world.
Answers Prompt Question	The student understands and answers the prompt question as listed.	8	Student directly addresses prompt question.	Student answers question similar to, but not the exact prompt question.	Student answers a question but did not address the prompt question.	Student did not attempt to answer the prompt question.
Effort, Organization, and Writing Quality	The student meets minimum length requirements, exhibits organization of ideas, and includes minimal writing errors.	2	Student meets minimum length requirement, shows effort in organization and presentation of ideas and includes no writing errors.	Student meets minimum length requirement, organizes ideas in fluent manner, and contains only a few writing errors.	Student does not meet minimum length requirement, (or) does not organize ideas, (or) contains significant numbers of writing errors.	Student does not attempt to meet minimum length requirement, does not attempt to organize ideas, and exhibits consistent writing errors.

## Appendix D: Email Templates

If a student (or their parent) reaches out to request an Incomplete:

Dear (insert student name here)

I am sorry that you have experienced difficulties preventing you from progressing in my course, and as a result, are seeking an Incomplete grade. [Your parent called today, requesting the paperwork for Incomplete grades. Unfortunately, the law (FERPA) clearly states that we cannot discuss any academic issues with your parent.] This is a situation where you need to work with me, your professor, to determine what can be done. First, I recommend you speak with the [Dean of Students](#). They will be able to discuss the parameters for an Incomplete grade. Professors are not obligated to issue an [Incomplete grade](#) for several reasons.

1. Students must have passed 60% of the course and have documentation of an extenuating circumstance beyond their control to be eligible
  - a. Passing 60% of what has only been assigned is NOT passing 60% of the course
2. The professor must be capable of adjusting all remaining assignments, extending due dates after the class has officially finished, and be available to complete the grading
  - a. Professors do not get paid for this work, and might not be in a position to continue teaching once the semester ends. This can hinder them from the process.
3. The timeline that a professor sets to complete the course might not be what the student can accomplish
  - a. While the university has a deadline of 1 year, professors can set due dates at any time within that year.

Since you are looking to get Incompletes for 3 classes, this suggests that you might be better served to take a medical/emergency withdrawal from the university. This will not harm your GPA, and instead, will provide you with the time to do what is needed before you return to UNT. The Dean of Students can discuss this with you.

If, after you speak with the Dean of Students about withdrawal, you are still desiring an Incomplete for my course, we must have a conversation about your expectations and mine. Next, I will need to create a list of remaining assignments, due dates for those assignments, and how those assignments will be disseminated/submitted. There also needs to be a timeline for when those assignments will be graded. You will need to acknowledge these terms by signing the Department of Psychology Incomplete Grade form. If and when you complete the class by the deadline, I will proceed to complete the UNT Grade Change form. Once that form is completed, it will take approximately 2 weeks to update your grade.

I hope this email provides you with the information needed to move forward.

Sincerely,

Dr./Mx. \_\_\_\_\_

If a student needs to get academic support for a medical/mental wellness/caregiver issue:

Dear (insert student name here),

Thank you for reaching out to me about your wellness concerns and needs. Communication with your educators is key in finding academic support, and now that I know you need support, I would like to contact the Dean of Students on your behalf. [The Dean of Students \(DoS\)](#) has a special team dedicated to providing advocacy across all enrolled courses.

Since your wellness is likely impacting your performance in all courses, the DoS will communicate with each instructor about your needs and ask for extended due dates on assignments or other accommodations that can make your semester manageable. To do that, I will need to complete the form for the DoS, which will ask for your student ID number and contact information where they can best reach you. Once the DoS contacts you, they will need some form of evidence for your wellness needs such as a letter from your clinician. The DoS will keep this evidence confidential, as it is not the business of your educators to know why you need additional support. Our business as your educators is to simply know that you need support.

In closing, I would like to take the burden of advocating for yourself off your shoulders by contacting the DoS. May I please do that for you? If you grant me permission to do that, please respond with your student ID number and best contact information. Once I submit the form, the DoS will contact you with next steps. From there, you and I can discuss how you can progress in my course. Until then, please let me know if you need anything else that UNT can provide.

Sincerely,

Dr./Mx. \_\_\_\_\_

## Appendix E: Employment Offer Letter Example



PSYCHOLOGY  
College of Liberal Arts and Social Sciences

Dept. Name: Psychology Department  
Dept. ID: 122500

Today's Date: 7/25/22  
Supervisor UNT ID:  
UNT EDN:

Student Name:

Dear Student:

It is my pleasure to offer you a Graduate Assistantship for the 2022-2023 academic year, in the Psychology Department in the College of Liberal Arts and Social Sciences at the University of North Texas. Your total FTE will be .5 or half-time at the L2 pay rate (or \$1,718.00 per month.) Appointments and positions are subject to change during the academic year.

All graduate students should be aware of ongoing eligibility requirements for resident tuition, the tuition benefit program (TBP), and other programs that may impact individual situations.

New graduate students may be required to attend your college/school or departmental graduate student employment orientations and/or meetings, if applicable. Your job duties will commence one week before classes begin for the Fall semester.

Eligible students who pass their program's qualifying or comprehensive exam by Friday, August X, 2022 may move up to a higher level of assistantship pay for the coming school year (L2 to L3). Additionally, students who have completed 18 credit hours of graduate coursework may be moved from L1 to L2. If you are currently listed as L1 above but believe you are eligible for L2 pay, please contact the Graduate Programs Coordinator ASAP.

Note: Changes in assistantship pay level go into effect in fall semesters only.

### Requirements and responsibilities:

- Make satisfactory progress towards completing your degree while supported by your Major Professor.
- Perform satisfactorily in your assignment as confirmed by the Instructors of the classes to which you are assigned. Full time students normally take 3 courses per

term and in addition have 20 hours per week of instructional duties, which may include a combination of assisting with laboratory instruction, grading, and other course-related tasks.

- All new RA/TF/TA's whose first language is not English must provide verification from IELI (Intensive English Language Institute), confirming completion of English proficiency testing, as required by state law. Contact [IELI](mailto:IELI@unt.edu) at 940-565-2003 immediately upon your arrival to schedule your appointment for testing. Please provide the psychology department verification of appointment to begin the hiring process. Once testing is completed, provide the psychology department the final results. All new hires must submit final results within the first semester of employment for future employment consideration.
- The term of your appointment is for Fall 2022-Spring 2023. Refer to <https://www.unt.edu/catalog/> for a complete UNT calendar. Acceptance of this offer indicates that you've reviewed the academic calendar and agree to be available to work during all required times at the designated location.
- Individual assistantship assignments will be communicated to students separately.
  - If you have questions or concerns about TA/TF/RA/GSA assignment(s), please contact the Associate Chair for Academics and your Program Director.
- All positions and appointments are subject to budgetary approval, student enrollment, and any future appointments are contingent upon satisfactory performance of your assigned duties as well as maintaining a minimum of 3.0 GPA during this position.

This position is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. **You will not be permitted to work at UNT without proper authorization and you will be responsible for providing the institution with verification that such authorization has been obtained on or before Monday, August X, 2022.** These documents will be reviewed and recorded on the Employment Eligibility Verification (I-9) form. If you are unsure of what documents are acceptable, please visit <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Should you become ineligible or unavailable to continue your graduate assistantship position at any time because of your immigration status, your employment may be terminated immediately in accordance with federal and state law and university policy.

Employment at UNT is contingent upon a satisfactory criminal history check. If it is determined that you require a criminal history background check, you will receive an email notification from Accurate Background, Inc. UNT partners with Accurate to provide our Criminal History Background Checks electronically; please work with them to complete this process as soon as possible. If the results of the criminal history check indicate that you would be unable to successfully fulfill your responsibilities, you will be notified, and this offer will become null and void. In the event that the results of a complete criminal history check have not been received prior to beginning employment due to COVID-19, employment will be terminated in the event of adverse findings.



In accepting our offer of student employment, you acknowledge that your employment will be at-will on a semester-by-semester basis and that neither you nor any University representative has entered into a contract regarding the terms or the duration of your employment. Student employees may be dismissed due to changing institutional needs such as budgetary concerns, reorganization, position elimination, etc. If you have any questions, I urge you to contact your chair or the graduate coordinator at (940)565-2652.

This letter will serve as assurance of this institution's commitment to your appointment in accordance with the described terms. No previous written or oral commitment will be binding on the University except as specified in this letter.

Please respond to this offer by signing in the space provided below and returning it by Thursday, July X, 2022 at 4 pm to: [Academic.Resources@UNT.edu](mailto:Academic.Resources@UNT.edu).

I look forward to working with you in the coming year.

Sincerely,

The Department of Psychology  
Admin Coordinator  
(940)565-2339

**Acceptance:**

I accept the offer as described in this letter and I agree to abide by the terms, as well as by all rules and regulations applicable to graduate students at the University of North Texas.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal First & Last Name (printed): \_\_\_\_\_

Preferred US Phone Number: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

International students **MUST** provide Current or Previous US Address:

\_\_\_\_\_

**NOTE: Letter must be signed physically or with a certified e-signature.**

## Appendix F: Incomplete Grade Contract for Remaining Work

### University of North Texas Department of Psychology INCOMPLETE GRADE POLICY

#### 1) POLICY and REASONS TO REQUEST/GRANT AN INCOMPLETE

- a) **University of North Texas policy states that “An Incomplete Grade (“I”) is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. Grades of “I” assigned to an undergraduate course will default to “F” unless the instructor has designated a different automatic grade. See also Removal of “I” policy.”**
- b) Incompletes should only be negotiated for extenuating circumstances that are
  - beyond the student’s control and/or
  - could not have been anticipated early enough in the semester to warrant a withdrawal.
    - Examples of **acceptable reasons** to request/grant an Incomplete:
      - significant and unexpected illness
      - severe psychological distress
      - death in the family
    - Incompletes **should not be requested or granted** for:
      - personal convenience
      - student attended only a few or no class sessions
      - student is busy with requirements for other courses
      - student believes they can get a better grade with additional time
      - student had problems commuting to campus
      - student had to miss coursework due to personal reasons or reasons under their control

#### 2) ESTABLISHING DEADLINES FOR COMPLETION

- a) It is the course instructor's right and responsibility, in collaboration with the student, to determine deadlines for completion of all work listed on the contract.
- b) The University allows up to one year for completion of the incomplete. The University’s allowance is not a guarantee nor a requirement. The instructor may grant an extension for you to complete the remaining coursework of one day to one year.
  - i) Exception: students called to active military duty need to communicate your situation with your instructor so you are provided additional time than what would be normally required.
- c) If the student does not meet the instructor's requirements for completing the course by the established time limit, the instructor will issue a grade based on the coursework already completed. Instructors are under no obligation to grant additional time, or to serve as instructor beyond the specified date. If the student does not complete the course by the deadline, the student will be required to pay tuition if the course is retaken.
  - i) Exception: students called to active military duty can renegotiate the agreement for additional time if they are still actively serving. A renegotiation will require an amended contract, signed by the student and the instructor. That renegotiated contract must include a plan for how the student will complete the coursework, and who the coursework will be submitted to/graded by in the case that the instructor is no longer employed by the UNT Department of Psychology.

### 3) **PROCEDURE**

- a) The student must contact the instructor by the Monday of Finals Week.
- b) If the instructor deems that circumstances warrant an I, the instructor and student will discuss specific guidelines, conditions, and/or time limits for course completion, and the consequences of failure to complete outstanding coursework.
  - i) To facilitate student success, submitted quizzes, exams, and papers less than 3 pages will be graded within 5 business days. Papers 3 pages or more and projects will be graded within 10 business days.
- c) This understanding will be documented through the use of the "Contract for Completion of Incomplete Grades" (located below).
  - i) The student and instructor should each retain a signed and digital copy, and a third signed and digital copy must be submitted to the Department of Psychology for the student's file.
  - ii) **The instructor is responsible for distributing copies of the signed and digital agreement to the student and Department of Psychology**
- d) When the student completes the work, the instructor will request the Grade Change Form from the departmental program coordinator
- e) Fill out this form in its entirety. If you do not have the course number, section, justification for the grade change, full name of the student, or student ID#, your form will be sent back to you. It is not the department's job to complete these forms on your behalf.
- f) Students who do not complete the work as agreed, or who change their mind about an Incomplete, and as a result, want to revert back to the grade they had before the Incomplete was issued, will NOT be allowed to renege on their contractual obligations. Failure to complete the work will automatically result in a failing grade unless otherwise noted by the instructor.
- g) Exception: students called to active military duty can renegotiate the agreement for additional time if they are still actively serving. A renegotiation will require an amended contract, signed by the student and the instructor. That renegotiated contract must include a plan for how the student will complete the coursework, and who the coursework will be submitted to/graded by in the case that the instructor is no longer employed by the UNT Department of Psychology.

### **CONTRACT FOR COMPLETION OF INCOMPLETE GRADES**

**Carefully review *policies and procedures* on page 1 *prior to completion!!***

#### **Student Information**

Name: Click or tap here to enter text.  
ID #: Click or tap here to enter text.  
UNT email address: Click or tap here to enter text.  
Degree program: Click or tap here to enter text.

#### **Course Information**

Term: Click or tap here to enter text.  
Course and section number: Click or tap here to enter text.  
Course title: Click or tap here to enter text.  
Grade as it stands: Click or tap here to enter text.  
Instructor name(s): Click or tap here to enter text.

#### **Conditions of Course Completion**

A. Assignments will be completed by the following deadlines:

- 1) Description of assignment: Click or tap here to enter text.
  - a) Date and time of completion: Click or tap here to enter text.
- 2) Description of assignment: Click or tap here to enter text.
  - a) Date and time of completion: Click or tap here to enter text.
- 3) Description of assignment: Click or tap here to enter text.
  - a) Date and time of completion: Click or tap here to enter text.
- 4) Description of assignment: Click or tap here to enter text.
  - a) Date and time of completion: Click or tap here to enter text.
- 5) Description of assignment: Click or tap here to enter text.
  - a) Date and time of completion: Click or tap here to enter text.
- 6) Description of assignment: Click or tap here to enter text.
  - a) Date and time of completion: Click or tap here to enter text.

B. Assignments will be submitted via the following method:

Click or tap here to enter text.

### **Signatures**

*Carefully review policies and procedures on page 1 prior to completing this contract. Signatures below indicate understanding of all information and full agreement to the Conditions of Course Completion.*

X

---

Student signature

Click or tap to enter a date.

Date

X

---

Instructor signature

Click or tap to enter a date.

Date