August 26, 2013

Dear Graduate Students:

On behalf of the faculty in the School of Applied Health Sciences and Wellness (AHSW), I would like to welcome you to Ohio University and thank you for allowing us to guide your graduate education. This experience will provide you with excellent opportunities to enhance your academic, professional, clinical, and research knowledge.

As one of the top comprehensive universities in the United States, Ohio University will prepare you for your professional goals! The programs in AHSW provide strong academics, experiences in on-campus laboratory settings and in a variety of health care settings allowing you to develop your professional skills.

The School offers three master’s level programs: athletic training, physiology of exercise, and food and nutrition. Our programs are diverse, but we have a lot in common and opportunities for interdisciplinary work are encouraged. Within our School we have four undergraduate programs, athletic training, exercise physiology, nutrition and applied nutrition. Those of you receiving Teaching Assistants or Graduate Recruitment Scholarships may be assisting our faculty in the delivery of these programs.

This handbook includes current policies and guidelines for graduate studies at Ohio University and in AHSW. It is intended to help answer questions that you may have as you begin your graduate experience and to serve as a reference as you progress toward graduation. I hope that you will find the information included in this handbook useful.

If you have any programmatic concerns you are encouraged to visit with your program advisor first. However, please do not hesitate to call the School office at 566-0470, contact the graduate chair or me, if you have any questions that have not been addressed to your satisfaction.

Best regards,

Dr. Roger Gilders
Director
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Part I - GENERAL STUDENT RESPONSIBILITIES

Graduate students must meet the expectations listed in the Ohio University Student Handbook (http://www.ohiou.edu/studentaffairs/handbook/welcome.htm). Each student should review the policies set forth therein. While the policies apply to all students, graduate students may be held to higher standards.

The University’s Mission
Ohio University holds as its central purpose the intellectual and personal development of its students. Distinguished by its rich history, diverse campus, international community, and beautiful Appalachian setting, Ohio University is known as well for its outstanding faculty of accomplished teachers whose research and creative activity advance knowledge across many disciplines.

A Commitment to Diversity
To accomplish this mission, Ohio University is committed to producing an atmosphere in which understanding and acceptance of cultural and racial differences are ensured. Diversity is part of the institution's heritage. Ohio University was one of the first in the nation to graduate an African-American, John Newton Templeton, in 1828. A generation later the institution graduated its first international alumnus, Saki Taro Murayama of Japan, in 1895.

Ohio University is bound morally, emotionally, and intellectually to pursue the realizing of a vision of real community. As a result, it is committed to equal opportunity for all people and is pledged to take direct and proactive measures to achieve that goal. In upholding its commitment, Ohio University will not tolerate racism, sexism, homophobia, bigotry, or other forms of human rights violations. Such actions are inconsistent with, and detrimental to, the core values we hold essential as an institution of higher learning, among them respect, civility, and diversity. All students, faculty, and staff of Ohio University are expected to uphold the University's commitment to a just and diverse community and to take a leadership role in ensuring an atmosphere of equality.

The College’s Mission and Vision
Our Mission
- To educate students from various backgrounds in the health professions through rigorous curricular activities that prepare them to take leadership roles in a competitive, technological, culturally diverse and global environment.
- To engage students and faculty in the discovery of knowledge that will define the future of health disciplines through applied and basic research, innovation and entrepreneurship.
- To extend the boundaries of Ohio University to enrich the quality of lives, especially for individuals in underserved and vulnerable populations, through interprofessional and community collaborations.

Our Vision
- To be a college of distinction in preparing health professionals whose work reflects the highest standards of collaboration, ethics, innovation, and commitment to all, especially underserved individuals and populations.

What Defines Us
- Interdisciplinary, collaborative approaches in research and academics
- Focus on rural health care
• Outreach to underserved populations
• Emphasis on reflecting and promoting diversity in health settings
• Engagement in global health education and issues

The School’s Mission and Vision

Mission
The mission of the School of Applied Health Sciences and Wellness is to provide distinctive programs that integrate theory, research, and practice. Our programs foster the development of successful graduates that enhance health, wellness, and quality of life through prevention, assessment, treatment, and rehabilitation.

Vision
Optimizing health and wellness solutions for rural and underserved communities.

Graduate Student Orientation
To familiarize oneself with Ohio University, the College of Health Sciences and Professions, as well as the School of Applied Health Sciences and Wellness (AHSW), all entering graduate students are required to attend the AHSW Graduate Student Orientation. Students absent from the orientation may be removed from their academic program. The orientation will address many concerns shared by students and provide insight into the policies and procedures used at this institution. Following the orientation, each student should read the School of Applied Health Sciences and Wellness Graduate Student Handbook.

Academic Advisors
An advisor is assigned to you when you are accepted into your Graduate Program. However, you may select a different advisor once you have had the opportunity to meet the faculty as a whole, consider possible research or graduate project topics, and learn about faculty areas of research interest. A Change of Graduate Advisor Form must be filed to change advisors.

Academic Misconduct
All forms of academic misconduct are prohibited by the Student Code of Conduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one’s own (plagiarism), or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program, etc.) that has been prepared whole or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip.

Applying for Graduation
Students can apply for graduation online at http://www.ohio.edu/registrar/gradapp.cfm. Graduation deadlines are early within the semester in which you plan to graduate so make sure to apply early in the semester. The graduation fee is $50.00 for Master’s candidates. If you do not graduate in the semester for which you have applied, you must reapply for graduation. The reapplication fee is $5.00. If you will not officially graduate during the spring semester when the
graduation ceremony is held, but would like to walk through the graduation ceremony, you may do so. You can then reapply for the semester during which you intend to officially graduate.

**Final Examinations**
The Office of the Registrar scheduling staff prepares the final examination schedule. The final examination schedule is published on the registrar’s website: [http://www.ohio.edu/registrar/finals.cfm](http://www.ohio.edu/registrar/finals.cfm). Deviations from this schedule can be made only with proper approval of the dean of the college and must be cleared with the Office of the Registrar, Scheduling Office.

Students may not be required to sit for more than three final examinations in one day. Should a student be scheduled for more than three examinations in one day, the student may seek relief from the instructor with the examination scheduled latest in the day. This process must be initiated and completed by the beginning of the 13th week of the semester. The instructor will provide an examination for the student at a mutually agreed upon time during the examination week.

A formal final examination, written in class, will be required in all courses where a letter grade is given unless the instructor, at his/her discretion, substitutes some other method for bringing the course into focus and for evaluating the students. In either case the instructor will continue to meet his/her class at the time the final examination is scheduled either to give the test or to receive the work which takes it’s place; exceptions will be made only with prior approval of the school director or other appropriate academic officer.

**Grievances**
The Ombudsman Office is a resource for informally resolving grievances and other issues of conflict. If you believe you have been unfairly treated in class, have trouble with your advisor, feel your problem has been ignored, or don't know where to turn for information, contact this office in Baker University Center, Room 501, or at 593-2627. The Ombudsman Office can serve in many capacities, including acting as mediator, facilitating discussion, advising you on how to write an effective letter, and helping bring your concern to appropriate authorities.

Student grievances regarding grades are addressed by the "Grade Appeals" policy listed in the "Academic Policies" section of the *Ohio University Student Handbook*. If you need assistance in understanding the grade appeals process or in preparing a grade appeal, contact the Ombudsman. The office will be able to be of greatest assistance if you make contact early in the process.

**Identification Cards**
All members of the University community are required to possess valid identification cards. These ID cards are issued by the Office of Information Technology, located in the 112 Baker University Center. If your ID card is lost or stolen, you must contact this office immediately at 593-1222.

**Sexual Harassment**
Sexual harassment of students, faculty, and staff is prohibited at Ohio University. No male or female member of the Ohio University community, including faculty, contract staff, classified staff, and students, may sexually harass any other member of the community. Sexual harassment
is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and thereby is illegal under law, as well as a violation of Ohio University policy.

The Ohio University sexual harassment policy defines sexual harassment as unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of a student's status in a course, program or activity; or

2. Submission to or rejection of such conduct is used as the basis for decisions affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work, performance or educational experience; or creating an intimidating, hostile, or offensive environment for work or learning.

All Ohio University employees and students are responsible for compliance with this policy. All University supervisory personnel have an affirmative responsibility to discourage and eliminate conduct inconsistent with this policy. Please visit www.ohiou.edu/policy/03-004.html and familiarize yourself with this policy.

Complaints may be received and investigated only by employees who have been authorized by the institution. Authorization will be given only to those individuals who have completed training provided by staff of the Office of Affirmative Action. Any individual who is not authorized, but is approached about concerns or complaints regarding harassment, must direct the complaint to an authorized employee.

Relationships with Students
According to the Faculty Handbook Part II, Section S-1, faculty members are not to be in a position to grade a student with whom they have a consensual sexual relationship. This policy also includes Teaching Assistants and Graduate Assistants (TAs and GAs) and their students. The Policy on Consensual and Familial Relationships in the Instructional Setting in the Faculty Handbook, Part II, Section S reads, “An instructor shall not supervise nor grade the academic work of a student with whom the instructor has or begins a consensual sexual relationship. Because such relationships may carry the potential for coercion, their consensual nature is inherently suspect. Furthermore, such a relationship may give other students in the same academic setting cause to believe that an unfair educational advantage accrues to the student in the relationship.”

Student Code of Conduct Policy
The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of the Ohio University goals. Students are expected to obey federal, state, and local laws; in addition, they must abide by the rules and regulations of the University. The Student Code of Conduct sets forth those acts which constitute unacceptable conduct for graduate and undergraduate students of the University while on University-owned or controlled property. All alleged violations of the Student Code of Conduct may result in referral to the director of judiciaries. Please refer to (http://www.ohiou.edu/studentaffairs/commexp/toe.htm) for the thorough version of the code.
Ohio University has long celebrated its commitment to being an academic community. This legacy includes care, cooperation, and an adherence to standards of behavior for all invited to be part of the community. In order for this community to flourish, the following expectations of behavior have been established:

1. A residential university brings educational activity and living arrangements together as a coherent whole on a campus. Given this close and constant interaction, the life of Ohio University requires acceptance of responsible conduct by individuals in the community as a necessary condition for continued membership in the community.

2. Students are expected to be responsible members of a diverse community, and to honor and respect differences of culture, lifestyles, and religions.

3. Academic integrity and honesty are basic values of the University. Students are expected to follow standards of academic integrity and honesty.

4. The University community is an open forum involving the free exchange of ideas and opinions. For exchange to occur there must be a continuous acceptance of freedom of expression and civility in disagreement.

5. The campus, its grounds, facilities, and equipment are provisions largely from the people of Ohio for students at Ohio University. Students are expected to protect and guard these resources of the library, residence halls, classroom buildings, laboratories, and the campus as a whole.

The Student Code of Conduct Policy and Procedure as described in the Ohio University Student Handbook, provides the mechanism by which failure to meet these expectations will be addressed. Questions regarding the Code of Conduct can be referred to University Judiciaries.

The following acts are defined by The Ohio University Board of Trustees to be unacceptable. A student who commits several offenses at one time will have one hearing. Please refer to http://www.ohiou.edu/studentaffairs/commexp/toc.htm for a thorough explanation of offenses and sanctions.

**Code A Offenses.** A student found to have violated any of the following regulations will be subject to a maximum sanction of expulsion, or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

- Academic Misconduct
- Violation of Probation
- Civil Disturbance
- Discrimination
- Theft
- Forcible Entry to Trespass
- False Report of Emergency
- Dishonesty
- Disruption/Obstruction
- Mental or Bodily Harm
- Destruction of Property
- Possession of Stolen Property
- Aiding or Abetting
- Misuse or Abuse of Computers
Misuse of Safety Equipment  Possession of Dangerous Weapons or Materials
Violation of Criminal Law  Manufacture, Distribution, Sale, Offer for Sale, or
Possession of Drugs or Narcotics

Code B Offenses. A student found to have violated any of the following regulations will be
subject to a maximum sanction of disciplinary probation, or any sanction not less than a
reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a
violation of the Student Code of Conduct.

- Disturbing the Peace
- Misuse of Identification
- Failure to Comply or Identify  Aiding or Abetting
- Possession of Marijuana  Unauthorized Use of Property or Service
- Unauthorized Use of University Keys  Unauthorized Use of Alcoholic Beverages
- Violation of Rules Regarding Residence Halls and Dining Facilities

Sanctions. A student admitted to Ohio University accepts the responsibility to conform to all
Ohio University rules and regulations. Proven failure to meet this obligation will justify
appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation, or
reprimand. Although the University will make every reasonable effort to make the rules and
regulations available, students are responsible for becoming familiar with them.

Note: In any case, a hearing authority may impose a sanction less than that specified for a
given code category.

PART II - SCHOOL OF APPLIED HEALTH SCIENCES AND WELLNESS
GRADUATE STUDENT RESPONSIBILITIES

Registration
All graduate students will be notified each semester by the School when the Degree Audit
Reporting System (DARS) report is available allowing pre-registration for the following
semester. Students are responsible for picking up (or accessing electronically) their DARS and
proceeding with registration. The DARS (similar to a transcript) indicates what courses have
been completed and which requirements have yet to be fulfilled. Appointments with your
advisor to review your program before registration are encouraged each semester.

University mailings are sent to local addresses, as soon as possible, you should provide your
local address to either the Registrar’s Office, Chubb Hall second floor, or the Graduate College,
Research and Technology Center, room 220. This information is critical for routine purposes
(grade reports, class schedules, bills) as well as for emergencies.

General Course Requirements:
1. Students must maintain a cumulative GPA of 3.0 (on a 4.0 scale) in all graduate courses. A
   student earning less than 3.0 will be placed on academic probation the following semester
   (this includes summer sessions for which you enroll). If, at the end of the next semester, the
cumulative GPA is still below 3.0, the student may be suspended for one year. The student
may reapply; however, he or she must be able to demonstrate to the Graduate Committee a commitment to successfully complete a master’s degree program.

2. Students admitted conditionally must complete their first semester (12-15 hours) with a minimum of a 3.0 GPA. If the first semester GPA is below 3.0 the student will be dismissed from the program.

3. All grades count toward your overall GPA, including courses that are repeated. Transfer grades do not calculate in your GPA. They must be a B or higher to transfer. Required courses are offered once or twice each academic year. These courses must be completed for graduation. As such, they will not be waived. Be sure to schedule required classes when they appear in the schedule book or plan to take the course when it is offered a second time. The student should consult his or her advisor if unsure when specific courses are offered.

4. No more than (8) hours of courses for credit only (CR) will be applied towards graduation. All other credits counting towards graduation must be for a letter grade.

5. Students must achieve a grade of C or better in any course to count toward graduation. A grade of C- in a required course or any course for which the earned hours are to be included toward total hours earned cannot be applied toward degree requirements and the course must be retaken. If a course must be repeated because of failure to earn the required C grade, both grades earned will figure into the total grade point average. The number of times a course can be retaken/repeated varies; check with your advisor to find out how many times a course can be retaken/repeated.

6. No more than 4 hours of Practicum credit; (4) hours of Independent Study; (4) hours of Special Problems and (4) of Research Dynamics will apply toward graduation.

7. Graduate courses may not be taken on a pass/fail basis.

8. A faculty member may assign a grade of PR (course in Progress) upon the request from a student in advance for an extension if he or she couldn’t complete the course work by the end of a semester. However, the student must file the request in writing and the approval must be granted by the faculty member prior to the assignment of a PR. A PR grade in any required course must be resolved before a degree can be awarded.

9. If a grade of Incomplete (I) is received for a course, you must complete the work for the course within two weeks into the next semester in which you are enrolled. Incompletes will be calculated in your GPA as a failing (F) grade until resolved.

10. Permission to enroll in more than (18) hours in a specific semester must be obtained from the Graduate Chair and the Dean of the College. Additional fees will be assessed to a student if he or she enrolls in more than 18 hours.

11. Students having a thesis option must declare this intention with their program graduate coordinator. The thesis option is a research project guided by a committee consisting of at least three faculty members, one of which will serve as chairperson/thesis advisor. A
maximum of 4 (or 6 depending on your program) credit hours dedicated to the completion of the thesis may count towards your degree requirements.

12. If your program does not include a thesis or you select the non-thesis option, you are required to complete a capstone outcome assessment, such as a final project, written, oral and/or practical comprehensive examinations.

13. There is a six-year time limit for students to complete a master’s degree.

14. Class attendance is expected for all students in all classes. Situations where one might miss class should be resolved beforehand with the class instructor. Class times and scheduled requirements for each class have priority over all other University functions. Excessive absence (even University-excused absences) as determined by the instructor may inhibit a student’s ability to successfully complete a course.

15. The program of study outlined in the graduate catalog of a student’s entry date into the University is the program followed. Students should work closely with their advisors/committees and the Graduate Program Coordinator to ensure that each semester they take the courses necessary to meet their graduation requirements. Each graduate student must apply for graduation through the graduation office in Chubb Hall and pay the application fee by the date indicated in the schedule of classes. The deadline to apply for graduation for any semester is typically within the first 14 days of the semester.

PART III – GENERAL PROGRAM INFORMATION

Athletic Training
The Graduate Athletic Training Program is an NATA accredited post-professional program. Since 1972 we have been educating graduate students to become leaders and contributing members of the athletic training profession. We offer the options of a one year or two year (thesis or non-thesis option). The advanced curriculum challenges our students to become researchers, teachers, and a valuable asset to the community. Students who successfully complete the one- or two-year program will receive a Master of Science in Athletic Training degree.

In addition to the quality research that our students complete and submit for publication, we offer valuable teaching experiences. Graduate students are encouraged to serve as teaching assistants in our undergraduate athletic training program. First year GAs function as clinical instructors; second-year GAs serve as ACI's (approved clinical instructors) so that they may directly supervise undergraduate students in a clinical experience. Being involved in class preparation, presentations, and supervision prepares students for a future career in many of the athletic training fields.

Graduate assistantships are available for certified and licensed students who are Ohio licensed athletic trainers. These GA positions are available in intercollegiate athletics, club sports, club ice hockey and at area high schools. These rural Appalachian high schools are located in medically underserved areas. Our GAs provide a very important community service for these athletes and we are very proud of our impact. While managing the health of our athletes we also strive to raise athletic training public awareness.
Food and Nutrition
The master’s program in Food and Nutrition Science offers a multidisciplinary approach to the study of food and nutrition. The student will take required core courses in food and nutrition and courses in an approved minor. Recommended minors include: Consumer Food, Food Education, Health Promotion, Long Term Care, and Sports and Fitness. Students can also design a unique program to fulfill the requirements for the minor. In this case, students would choose from existing graduate courses available at Ohio University and design a program that best complements their career goals. The versatility of the program makes it suitable to meet the needs of graduate students including those with limited food or nutrition undergraduate training, those already with an existing registered dietetics credential but who wish to obtain an advanced degree, educators who wish to obtain training in food and nutrition, or those who require additional course work in order to apply for a dietetics internship. Graduate students will be encouraged to do multidisciplinary research. Food and Nutrition faculty have diverse research interests and offer numerous unique opportunities for research or project implementation.

Physiology of Exercise
The master’s program in Physiology of Exercise allows specialization in two different concentration areas: Physiology of Exercise – Research, and Physiology of Exercise – Clinical.

Research Concentration
The research specialization is a two-year program that requires the completion of a master’s thesis. This concentration requires the completion of 33 semester-hours of coursework, which includes four hours dedicated to the completion of the thesis. During the first year you will be focusing on your course requirements and developing a research question for your thesis. Your second year will be used to complete your course requirements and your thesis.

Clinical Concentration
The clinical specialization is a four semester program, designed to prepare students to work as preventative, rehabilitative or performance specialists (as certified by the American College of Sports Medicine [ACSM] or National Strength and Conditioning Association [NSCA]) in a variety of settings including corporate fitness programs, wellness centers, fitness clubs, universities, and clinical sites. This concentration requires the completion of 33 semester-hours of coursework (including a 600 hour internship and no less than 50 hours of practicum experience) and the successful completion of comprehensive examinations at the end of the academic program. This concentration does not require a thesis research project.

Graduate Program Requirements and Assessments
Specific program requirements for the three program areas in our school are provided within separate program handbooks. You will be provided with a program handbook for your program of record. While the specific academic requirements for our three programs differ considerably all require one of the following outcome assessments for degree conferral: Thesis; Graduate Project, or Internship.
PART IV - GA/TA/RA/GRS RESPONSIBILITIES

General Responsibilities
As a School of Applied Health Sciences and Wellness Graduate Assistant (GA), Teaching Assistant (TA), Research Assistant (RA) or as a recipient of a Graduate Recruitment Scholarship (GRS) award, you are an employee of Ohio University. You are therefore subject to disciplinary action for inappropriate behavior as a representative of Applied Health Sciences and Wellness and of Ohio University while fulfilling your job responsibilities. Disciplinary action may include, but is not limited to, suspension or termination of your assignment and any financial assistance that accompanies your contract.

Professional Conduct
As a GA/TA/RA or as a GRS recipient you are an employee of the University and are expected to conduct yourself in a professional manner when working in the role for which you represent the University (classroom, office, Grover Center and University in general). This includes, but is not limited to, dressing professionally and appropriately for the courses you are teaching; starting and ending class on time; not using tobacco products; not using or being under the influence of alcohol or other drugs; not using abusive and/or foul language; treating all students in a fair manner and with respect; and following the University policy on Consensual and Familial Relationships with students. If students place you in a position that compromises your ability react and respond appropriately, it will be your responsibility to seek guidance (see Guide for Teaching Assistants - Responding to Student Problems: Disruption) on how to deal with such situations.

Appointment/Appointment Termination
If you have any questions regarding the guidelines of your appointment, please contact Stephanie Johnson at 597-1275 or at johnsosl@ohio.edu.

As a GA/TA/RA/GRS, you may have either teaching and administrative duties or both. Failure to comply with University, College, and School policy and procedures relating to professional conduct may result in your assistantship being terminated. Your assistantship may be terminated before the expiration of the specified time under any of the following conditions:

1. Incompetence, inefficiency, or neglect of duty
2. Misconduct that is job-related
3. Failure to make academic progress toward your degree (maintain a 3.0 GPA/semester)
4. Any forms of harassment, intimidation and/or exploitation
5. Discontinuance of the program in which the appointment is made
6. Violation of any stipulation in your graduate contract
7. Breach of confidentiality
8. Voluntary mutual agreement

Infractions that are considered to be minor will result in an official written warning; however, major or repeated minor offences will result in immediate dismissal from your assistantship position. All official decisions of this nature will be made by the graduate committee in conjunction with the Graduate Coordinator, GA/TA/RA/GRS Supervisor, and School Director.
Absences and Class Cancellations
Every effort should be made to schedule personal days (weddings, interviews, doctor’s appointments, etc.) around teaching responsibilities. On the rare occasion when that is not possible, you must notify your supervisor and the school secretary of the conflict, and the arrangements you have made to cover or fulfill your obligations. These arrangements must be acceptable to all parties; thus, early planning and notice is essential to maintaining good communication and working relationships. Keep in mind that your GA/TA responsibilities include finals week, you are expected to work for your 20 hours / week for the entire 15 weeks of the semester (6 hours / week for GRS awards).

If you are aware of a future absence that will prevent you from meeting your assignments, pick up, complete, and return a "Request to Miss Class" form from the school office before your absence. This form must be signed by your supervisor and the School Director to approve the absence. The original signed form will be kept in your file in the School office.

If you are ill and/or need to cancel a class that you teach, call your supervisor and notify the school office at 566-0470 as early as possible. Voicemail is available 24 hours a day and checked every morning; make sure to include the class name, course number, call number, meeting time, meeting location, and any special instructions. The School office will make arrangements to post signs notifying the students of the change. If you need to move a class to a different room, you must first get approval from your program coordinator, before notifying the school secretary of the new location.

Class Lists
Class lists can be obtained on the faculty web page (http://www.ohio.edu/registrar/adv.cfm) or through blackboard.

Two-Hour Rule
If a student enrolled in one of your courses misses the first two contact hours of a class you have the option of not readmitting the student to the class. (This policy applies to the first two hours of a class, not the first two class meetings.) The student is responsible for officially dropping the course.

Office Hours/Student Contact
TAs are expected to maintain at least one office hour per week, as well as by appointment. Schedule cards for posting office hours are available from the School main office. A copy of your schedule should also be provided to the school main office and you need to list office hours and office location on your syllabus.

Keys
As a TA/GA/GRS you may be provided with keys to work spaces required for your work responsibility. To be awarded a key the faculty member in charge of your work space must email permission for you to have the key to the front office; then you must complete a Key Request & Agreement form. If a key is lost a $20 fee will assessed to replace it. Before the key is replaced, you must pay the $20 fee to the front office. If you do not return your keys when you leave the University, a hold will be placed on your student account.
Final Examination Policy

University policy requires that a formal final exam be given during the scheduled time of exam week. An alternative method to evaluate students is acceptable, but the class must meet at the scheduled final exam time. Final exams or projects may not be given at any time before the regular examination period. You will find scheduled exam times in the front of each semester’s “Schedule of Classes”.

Evaluations

All the classes with six or more students must be evaluated each semester. Sometime after week seven of each semester, students will complete the evaluation online. This evaluation occurs each semester with the following procedure: The students will receive an email message during the 7th week of classes, with instructions on how and when this evaluation should be done. If the student does not complete the evaluation, a reminder email message will be sent.

Grade Reports

If you are the Instructor of Record, you will be required to submit the grades of all the classes you teach at the end of the semester using the on-line procedure: http://www.ohio.edu/registrar/onlinegrading.cfm. After you have submitted the grades online, you need to make two copies of your submission; one is for yourself, and the other to be turned in at the School office. Some EXPH instructors (First Aid, CPR, and water safety, etc.) also must submit class attendance sheets. An NR (not reported) will appear on the student’s record if the course grade reports are not submitted by the deadline.

Photocopying

GRADUATE STUDENTS ARE NOT PERMITTED TO USE THE COPIER. If you are a TA and have materials that need copied for a class, you must submit a work request form in the front office (forms are located under the faculty mailboxes in the mail/copy area). Please submit this request form along with the materials that need to be copied 24-48 hours in advance. There is no guarantee that your job will be completed if you submit the work request form with less than a 24-48 hour notice; please DO NOT wait until the last minute. Because of budget constraints, the school asks that TAs be judicious in their use of the copier and that they find alternate ways to provide information whenever possible. For example, syllabi and class handouts may be e-mailed to students before class or made available on a Web site, such as Blackboard.

Personal copying can be accommodated at copiers located in public areas in Grover Center, (e.g., across from the elevators on the first floor).

Mail Delivery/Pickup

Mail (both campus and U.S.) is delivered to the mail/copy room, Grover Center E319, once a day at approximately 11:00 a.m. Outgoing mail is picked up at the same time. All GAs and TAs have mailboxes in the mail/copy room and mailboxes should be checked routinely.

Only those employed by the school are permitted in the mail room. DO NOT instruct your students to turn in any assignments, projects or papers to your mail box. Items can be turned in to the front office.
Textbook Ordering
Check with your supervisor to see if you need to order textbooks for any course(s) you teach; he or she will then instruct you on how to place a book order. This is now an on-line procedure (http://www.ohio.edu/registrar/textbook.cfm) and you will need to be entered into the University computer system as the instructor of record to gain access to this process.

Accident Care and Report
If a student is injured in your class, follow the steps listed below: (you should also be familiar with the emergency procedures of the facility in which you are working).

Assess the Injury
If the injury is severe and requires immediate medical attention:
1. Send someone in class to call 911 and report back to you
2. Send someone to meet the ambulance
3. Render aid to the best of your ability until help arrives

If the injury is not severe, but medical attention is required:
Determine from the victim where s/he wishes to seek treatment

If the victim is ambulatory and wishes to leave, have him/her sign the accident report form prior to departing.

If the victim is not ambulatory, do not allow him/her to leave without assistance. He or she can give you the name/number of someone to call for assistance or you can call Campus Safety (593-1911) for assistance.

Offer Immediate First Aid
Send a student for ice, if necessary
Rubber/latex gloves should be worn for all treatment involving bodily fluids

Complete the Accident Report Form
Forms should be carried with you to every class
Complete the form immediately after the situation is under control
Get all relevant information from the victim
Should the victim refuse treatment you think necessary, get him/her to sign the appropriate place on the form

Incidents and Reports
Incidents are considered any event involving students ranging from a fight to disruptive behavior in the classroom space. All staff members involved with the incident must file an Incident Report describing his/her role in the situation and his/her version of the situation.

As a TA teaching EXPH and AT courses, you may be required to be certified in CPR and/or First Aid.