Policies and Procedures
Please become acquainted with the HPER Department policies and procedures.

1. Secretarial Support
Use a separate work order (located in the main office) for each item submitted, return to Carolyn’s in-box, and allow three days for project completion. (For further instructions, please refer to the sample work order). Most materials should be sent to students as a PDF or posted on our web site under the class. Carolyn can scan items to a PDF format and email them to you for distribution. Also, Carolyn can place materials on the web site under your class.

Please retain an “original” of all your materials. Keep the originals in a secure place and resubmit them for duplication. Copies and colored originals do not copy well. Please submit white originals. For copies, use white paper only.

2. Duplication and Copy Service
The work room in the main office and copy machine are for use by the secretarial staff in preparing teaching materials. If you need course/personal copies made, please submit them to Carolyn with a work order. Do not ask your students to request copies for your classes. Personal copies are $.06 each and must be submitted on a work order. The department has a special thesis rate of $.04/page for 2 complete copies when your proposal/thesis must be copied.

3. Secretarial Work Room
The work room in the main office is for work related business only and should not be considered a “lounge area”. Also, the copier is for secretarial use only. The thesis cabinet is available for your use.

4. Syllabi
Blank syllabi forms will be emailed to you. Please COMPLETELY fill out the syllabi for the classes you will be teaching and email them to Carolyn. Carolyn.Brooks@usu.edu. Carolyn will log them in and post them as a PDF on the HPER Web Site. Also you will be emailed back the syllabi in PDF format for you to email to your students. In order to conserve resources we are posting syllabi and handouts on our web site and also asking that instructors send them via Access/Banner to their classes.
5. **Keys**
   You must pay a $25 deposit which will be reimbursed when you turn your key in at the end of Spring Semester. Sign up with Carolyn at the end of the orientation session, and she will initiate a key request form for you. Your room number will be assigned during the first two days of orientation. Please allow **two to three weeks to process** and be able to pick up your key. There is a $20 charge for keys ordered and NOT picked up! Carolyn will return a yellow key form to your office when she is notified your key is available for pickup.

6. **Mail**
   Your mail will be delivered to your office. Mail is delivered at 11:00 a.m-ish. each day. After it is sorted, Carolyn will place any GTA mail in your office. Your office is also considered your “in box”. Messages and completed work orders will be left there. Please either arrange for a group box or a box of your own. Please indicate who’s desk is who’s when you move in.

7. **In Boxes - Faculty**
   Faculty IN boxes are located in the work room in alphabetical order. If you need something placed in a professor’s box, please request the secretaries to do it. **You are not allowed in faculty boxes.**

8. **Typewriters**
   An electric typewriter is located in the front office for your use. This is also the work study’s desk. Please use it during her off hours.

   When registering, all students pay a computer fee which allows access to all computer labs on campus. These are for your use. Please do not ask secretaries if you may use theirs.

9. **Access to Facility After Hours**
   GTA’s wishing access to the facility after normal hours of operation must obtain approval from Dr. Dolny, he will make the necessary arrangements and notify Campus Recreation and the USU Police of your entry into the facility.

10. **Telephones**
    There are no phones in the GTA offices. Incoming telephone messages received in the main office will be placed in your mail boxes at the staff’s earliest convenience. **DO NOT ASK TO USE THE OFFICE PHONE.**

11. **Office Hours**
    It is **required** by all graduate assistants to maintain **four (4) hours per week.** If, for some reason, you cannot be in your office during regular office hours, please **alert the front desk.**
12. **Class Attendance**
The main office is NOT an attendance office. **DO NOT instruct your students to phone in if they will not be attending class.** Devise another method for students to inform you of their absences.

13. **Class Enrollment Figures**
Enrollment figures for each HPER class are posted on banner. Check there to determine how many students are in each of your classes.

14. **Class Lists**
Official class lists may be found on banner. You may look them up and print them off.

15. **Release Forms**
Release forms MUST be signed by each student BEFORE taking part in activity classes. The forms must be turned into the front office, complete, after the third week of class. This is MANDATORY and a list of classes, not complete or not turned in will be given to Dr. Dolny and Peter Mathesius starting at the end of the second week of class.

16. **Information Dissemination**
Please keep the front office informed regarding changing of class rooms, moving or canceling classes, and your final exam locations. It is YOUR responsibility to let the Help Desk (cage) open window by the locker rooms know about a change or cancellation for your class. If it is a class using a pool cancelling the lifeguards is imperative. You must email your class and carolyn.brooks@usu.edu and Debbie.Phippen@usu.edu as soon as you are aware of a change in plans. This is a MUST! Students don’t listen very well and are forgetful. They always call or come into the main office seeking help. It is essential that the secretaries are informed so they can assist your students.

17. **Evaluations**
I will get back to you about evaluations; we are currently switching to an online system and we are not sure about activity classes yet. Don’t panic I will email you in plenty of time!

18. **Final Grades**
Are done through Banner, Faculty & Advisors, choose term (the default term may not be the current term). Choose final grades. You will need to submit at the bottom of the page for each page of students. For activity classes the grades are to be entered three business days after your last class period as there are no finals. If you are waiting on a student give them an incomplete IF and then when they have earned the grade a change of grade form may be filled out. **DO NOT DELAY posting grades while waiting on a student.**
19. **Change of Grade Forms**
These are available from the main office. Complete the form and return it to
the front desk the change of grade form must be filled out completely and
correctly and then placed in an envelope with your signature across the back
seal. We will then send it over to records for you. The only justifiable reasons
that a change should be entered on this form are: “clerical error”, “student
paid fees”, or “student completed course work.” **NEVER** hand a Change of
Grade form to a student as the Records Office will not accept them when
submitted by students.

20. **Moving a Class into a Classroom/Gym/Pool/Field House/etc.**
If you teach an outdoor activity class and wish to schedule a classroom for a
written exam or to show a film, call Scheduling at 7-1140 and request the
desired facility. If you need to schedule a pool, gym, field house, HPER room
102, or the Leisure Arts Room, see J.P. in the Campus Recreation Office
(HPER room 126).

21. **Theses**
Copies of completed theses are located in the HPER main office workroom
and in the Library. Departmental copies should be checked out through
Carolyn and returned within **2 weeks**. You may re-check them out, but you
must let Carolyn know.

22. **Unfunded Research Funds**
When you are ready to utilize the library resources/Interlibrary Loan Service,
funding is available for your use. The library will access your computer file,
check to see that your fees are paid and you are listed as a graduate student,
and then allow you to use the library resources.

23. **Graduate Program Forms**
Carolyn handles all graduate forms. Please see her for any assistance you
may need. Note: before your second year you need to have a Committee
form and a Program of Study turned in. If you are a Plan “C” student a “Plan
C Completion form” must be turned during the first part of the semester you
plan to graduate. All forms should go through Carolyn. A copy will be placed
in your file should it be needed and the forms will be promptly sent over the
School of Graduate Studies.

24. **GTA Meetings**
Attendance at all scheduled meetings is mandatory. If you have a conflict you
will need to be excused by Peter Mathesisius. Invitations to attend **luncheons**
are also mandatory as business meetings are conducted afterward by either
Dr. Dolny or Peter.
Instructions for Work Orders

Bring your materials into the office at least three days before needed. Often the work is done the same day the materials are brought in, however, the secretaries need the flexibility to prioritize their workloads. (Also, if tradition continues, the copier will break down on the first day of the semester.) Please allow this extra time for unexpected delays.

In an effort to be “green” most materials should be sent to students and NOT copied for them. They can then view them and choose if they want to print them out. I am happy to post anything course related on our web site under that course. I can scan items in and email them to you as a PDF.

Fill out ALL pertinent information on the work order. Work orders are kept on the front desk. Please use explicit instructions and enter the date you would like to have the materials. Do not use “ASAP” as the due date. Work for professors trumps work for Graduate Assistants.

Make sure your work order is firmly fastened to your original (paper clips work well, staples don’t) and place the materials in Carolyn’s in-box.

If you have further questions or concerns ask Carolyn or Debbie.

When the work is completed, all materials will be returned to you in your office.

Keep your originals safe, clean and in an easily accessible place.