

School of Business Teaching Support Policy

The School of Business offers teaching support in the form of teaching assistants and student wage workers to encourage student learning. The programs for support are described below.

Undergraduate Core Support

The undergraduate program provides automatic support for the following programs in Fall, Spring, and Summer. In Fall and Spring, faculty can choose between a GTA or student wage. In Summer, all support is provided via student wage.

Graduate Teaching Assistant: This classification is limited to current students in a graduate program, and these students are paid bi-weekly and receive a partial tuition waiver. Examples when this classification of support might be beneficial include:

- Leading class activities, simulations, small group exercises without the instructor of record
- Grading non-objective assignments (e.g. short-answer)
- Assisting students in their learning by applying subject matter expertise that GTA has based on an undergraduate degree.

Student wage: This classification is limited to current students, and these students are paid on an hourly basis. Examples when this classification of support might be beneficial include:

- Assistance is needed during your class to manage activities, simulations, small group exercises
- Administrative tasks that free the faculty to devote time to preparing for and grading active-learning assignments
- Grading objective assessments (e.g. running multiple choice scantrons)
- Entering graded assignments in Blackboard and/or Excel
- Other activities where content knowledge is not required

Support Type	Course Number
Core Support	ACCT 203
Core Support	ACCT 303
Core Support	BULE 303
Core Support	BUS 103
Core Support	BUS 303
Core Support	FNAN 303
Core Support	MBUS 300
Core Support	MGMT 303
Core Support	MIS 303
Core Support	MKTG 303
Core Support	OSCM 303
Lab Support	ACCT 203 (per lab)
Lab Support	ACCT 303 (per lab)
Lab Support	FNAN 303 (per lab)
Lab Support	MGMT 303 (per lab)
Misc	BUS 210 (per section)
Misc	BUS 310 (per section)
Misc	MIS 303 (per section)
Writing Intensive	ACCT 461 (per section)
Writing Intensive	FNAN 477 (per section)
Writing Intensive	FNAN 498 (per section)
Writing Intensive	MGMT 313 (per section)
Writing Intensive	MIS 330 (per section)
Writing Intensive	MIS 431 (per section)
Writing Intensive	MKTG 471 (per section)
Writing Intensive	OSCM 456 (per section)

For summer, courses that typically receive 10 hours per week in fall/spring will have 100 hours total student wage support. Courses that typically receive 5 hours per week in fall/spring will receive 50 hours total student wage support.

Courses that receive 5 hours per week in fall/spring will receive the following in each summer session:

- Session A - 10 hours a week for 5 weeks
- Session B - 6.25 hours a week for 8 weeks
- Session C - 10 hours a week for 5 weeks
- Session D - 5 hours a week for 10 weeks

The summer allocation for courses that receive 10 hours per week in fall/spring is double the 5 hour one.

Undergraduate Teaching Support Program

The goal of this program is to support faculty who implement assignments and classroom activities that promote active learning and critical thinking, and those who are creating significant online engagement opportunities. With growing class sizes, it can often be more difficult and time-consuming to grade these types of assignments or conduct active-learning classroom activities or online engagement. Given the variety of topics and learning goals in each of these courses, faculty are asked to submit a proposal for teaching support that clearly and specifically identifies the activities and the type of support that would best assist them in creating an engaging learning experience for students.

Each semester a call for faculty to apply for the following fall or spring will be sent (combined with the graduate call). Faculty may select student wage or GTA. See the undergraduate core support section for the guidelines when each is appropriate. Adjuncts are not eligible for the undergraduate teaching support program.

Please note that this process is competitive and courses that already receive support (e.g., 303s) are not eligible. Writing intensive (WI) courses may apply for additional support and should indicate if it is a writing TA or not. The applications will be reviewed by the Associate Deans of Undergraduate Programs, Graduate Programs, and Faculty. The decisions will be final and no appeals will be considered.

Graduate Teaching Support Program

The goal of this program is to support faculty who implement assignments and classroom activities that promote active learning and critical thinking, and those who are creating significant online engagement opportunities. With growing class sizes, it can often be more difficult and time-consuming to grade these types of assignments or conduct active-learning classroom activities or online engagement. Given the variety of topics and learning goals in each of these courses, faculty are asked to submit a proposal for teaching support that clearly and specifically identifies the activities and the type of support that would best assist them in creating an engaging learning experience for students.

Due to the module structure of graduate programs, wage support is generally used. Each semester a call for faculty to apply for the following fall modules or spring modules will be sent (combined with the undergraduate call). Summer modules taught on load are also eligible and

faculty should contact their area chairs to request. Adjuncts are not eligible for the graduate teaching support program.

Support type options are shown below.

Student Wage: This classification is limited to current students, and these students are paid on an hourly basis. Examples when this classification of support might be beneficial include:

- Assistance is needed during your class or online sessions to manage activities, simulations, small group exercises
- Administrative tasks that free the faculty to devote time to preparing for and grading active-learning assignments

Wage Employees (non-student): This classification of employees is paid on an hourly basis and submits timesheets through Patriotweb. Examples when this type of arrangement might be beneficial include: If a non-student expert who is familiar with the content domain (e.g., an adjunct or former graduate student) would meet your needs.

- Grading objective assessments
- Entering graded assignments in Blackboard and/or Excel

Please note that this process is competitive. The applications will be reviewed by the Associate Deans of Undergraduate Programs, Graduate Programs, and Faculty. The decisions will be final and no appeals will be considered.

Schedule:

Fall: Call sent out May 1st. Reminder sent July 5th. Due July 16th. Decisions sent to faculty by July 23rd.

Spring: Call sent out October 30th. Reminder sent Nov. 15th. Due November 21st. Decisions sent to faculty by December 6th.

Summer: No teaching support for Undergraduate programs. Core support only. Reminder email to chairs sent on April 15th. Graduate modules taught on load reminder sent to chairs also on April 15th.

Dates may be adjusted to fall on business days.