

2. The Mission of Saint Louis University

NOTE: This section contains the Mission of Saint Louis University. This mission underpins the

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3. Compliance Policies and Resources

NOTE to Chapters 3 and 4: Please be familiar with all of the policies and resources contained in the next two chapters. You will be drawing on them throughout your time here.

Harassment Policy

Saint Louis University prohibits harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by law. This policy is intended to complement other University policies, including but not limited to, the Americans with Disabilities Act, Equal Employment Opportunity and Affirmative Action Policy, Family and Medical Leave Act Military Leave Policy and the Sexual Assault and Relationship Violence Policy.

Equal Employment Opportunity Policy

Saint Louis University is a Catholic university sponsored by the Society of Jesus. It welcomes persons from all racial, ethnic, and religious backgrounds and beliefs to join its faculty and staff and seeks to create a sense of community which facilitates their development.

Saint Louis University prohibits discrimination based on race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, gender identity, or other non-merit factors. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

Saint Louis University is committed to the principles of Equal Employment Opportunity and Affirmative Action. All administrative and management personnel involved in the hiring and supervision of University personnel, along with the Diversity and Affirmative Action Officer, have the responsibility to recruit, hire, train, promote and in all ways provide fair treatment without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, gender identity, or other non-merit factors. Such action includes, but is not limited to the following:

Employment, promotion, demotion, transfer, compensation, assignment of work duties, recruiting, advertisement, layoff, termination, rate of pay, benefits, and selection for training. Saint Louis University will take affirmative action to ensure that persons from minority groups, females, Vietnam Era Veterans, disabled persons, and disabled veterans are identified, recruited, and enter the University's workforce.

Diversity and Affirmative Action Training

Training on equal opportunity and harassment policies and programs on diversity and inclusion is offered through the SLU Office of Inclusion and Diversity.

Bias Incident Protocol

Saint Louis University has developed a Hate Crime and Bias-Related Incident Protocol to provide a response for members of the SLU community who experience a hate crime or bias related incident. Information on how to report an incident and information on support and resources can be found at <https://www.slu.edu/general-counsel/institutional-equity-diversity/hate-crimes.php>.

The preceding material is taken from: <https://www.slu.edu/about/key-facts/diversity/compliance.php>

FERPA: Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. Please review the Act here and follow it. If you have any questions about privacy, please contact the Director.

The preceding material is taken from: https://www.slu.edu/provost/policies/academic-and-course/policy_records-management-and-retention_6-5-2007.pdf

4. Useful Links Regarding Policies, Support and Counseling Services, and Teaching Resources

Academic and Course Policies: University level

<https://www.slu.edu/provost/policies.php>

Includes:

- Academic Integrity Policy
- Course Consistency Policy
- Course Syllabus Policy

Academic Support Services

<https://www.slu.edu/life-at-slu/student-success-center/academic-support/index.php>

<https://www.slu.edu/pre-college-access-trio/trio-program/student-support-services/index.php>

Includes:

- University Writing Services

-Financial Literacy

Counseling Services

<https://www.slu.edu/life-at-slu/university-counseling/>

Includes:

-University Counseling Center

-Crisis Resources

-Call 911 immediately if you are facing a life threatening emergency.

-Contact your resident advisor or residence life professional staff.

-Speak to on-call campus ministry staff at 314-630-9197.

-Call the Department of Public Safety at 314-977-3000.

-Consult with an on-call University Counseling Center staff member at 314-977-8255 (TALK).

-Important numbers:

-Behavioral Health Response (BHR): 314-469-6644 or 800-811-4760

-Saint Louis University Hospital: 314-577-8000

-Life Crisis Services: 314-647-4357

-Grassroots Suicide Hotline: 1-800-422-0009

-National Hopeline Hotline (English and Spanish): 1-800-784-2433

-First Call for Help Hotline (English and Spanish): 1-800-492-0618

-ULifeline National Suicide Prevention: 1-800-273-TALK (8255)

Teaching Resources

University-level teaching resources

<https://www.slu.edu/ctl/resources/inclusive-teaching.php>

5) Information on CHCE Dropbox Folder for Teaching Assistants

NOTE: The CHCE Dropbox folder contains shared syllabi and course content from current and previous teaching assistants. Below you will find the link and login information to access this content. You will find it extremely useful as you design your syllabus and grade assignments. As you develop your own course content, it is requested that you contribute to the shared Dropbox so that TAs may continue to learn from each other.

Link to Dropbox folder:

<https://www.dropbox.com/h>

Login Information:

Email: hcmanualta@gmail.com

Password: SalusCenter

7) FAQ

NOTE: This section some frequently asked questions, with corresponding answers. It will likely not answer every question you have, so feel free to reach out to Harold when needed. Most of these questions have been asked (and in some cases answered) by previous TAs, so you will likely find them to be practically useful.

How do I find where and when my class is?

Go to:

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on the class: this will show location, class dates, final exam.

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benefits info, etc.

Course reserves (site) - how to access readings? How to distribute?

The best place to access class readings is via the Dropbox folder. Harold will, however, ensure that they are on reserves and, at the start of the semester, will send you the relevant username and password.

How to get stuff scanned for course reserves?

The Undergrad assistant can copy part of a work into PDF format, or you can do it yourself using the big printer next to the mailboxes. Try not to copy more than 10% of a work/book. ,I \RX·UH XVLQJ PRUH WKDQ RI D ZRUN·V RX
book. Talk to Ron at the library about how to get rights. To the extent possible, avoid doing this. Either use enough of a book to justify buying it or use a selection that is less than 10%
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personal growth as well ³ but you should always feel free to: refrain from sharing a personal story if it is too uncomfortable for you; step out of the room for a few moments if you need a break from a difficult discussion; contact the professor if you have any concerns. Also, please contact SLU Student Counseling Services (314-977-7192) if you think it might be

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When is it ok to cancel class?

If you have a conference or medical/familial emergency it is appropriate to cancel class, though you should generally avoid doing so more than 1-2 times a semester. If you do cancel class, please have a plan to make up whatever material it is necessary for you to cover. If you need to miss more than 1-2 classes a semester, you must, at minimum, find another graduate student or faculty member to cover those classes; however, in the event that you anticipate having to do this, you should consult with the Directors of Undergraduate and Graduate programming about being taken off TA work for the specified period of time.

Absence policies?

Typically students are allowed to miss the number of classes that corresponds to the number of days per week class is held; for example, for a M-W-F class, 3 unexcused absences are acceptable.

If a student misses more classes without an excuse, they should lose 1/3 of their final letter grade.

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without such documentation if he/she feels that the student has a sufficient excuse.

As per university policy, if a student misses more than 1/3 of the required classes, they cannot receive credit for the course.

What about classes that overlap slightly in their content? What if you have to miss part of a class?

A slight overlap in content can help students in transitioning between topics that are difficult but related. But, more than that, you may want to combine materials into one class session to minimize overlap. This is a judgment call, and if you need guidance, consult Harold and/or other TAs.

Having to miss part of a class occasionally is not a big deal. Just utilize the class time that you do have to teach the material that students need to learn to meet course requirements.

Blackboard: What is it, and do I have to use it?

Blackboards an online learning platform, and you are not required to use it. However, it

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does not satisfactorily complete the Honors project, the instructor should notify Robert Pampel, the Director of the Honors Program, and take action as he recommends.

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Instructors have to fill out a **brief mid-term report for stud00.45D520.63.00000912 0 612*** not a bri

- You should return grades on all assignments within ONE WEEK of the assignment being due. Students rely on prompt feedback to assess and adjust their performance.