Teaching Assistant Resource Guide *

Questions about TA payments should be directed to:

Eric DiGiovanni edigiova@hsph.harvard.edu 617-432-1328

If you need to book a room for a one-time course-related event or for the entire term, find a room that meets your needs on the Bookit website and send the requested dates, times, and items needed in the room:

Bookit: https://ems.sph.harvard.edu/virtualems/ - Be sure to check for availability before sending a request to the department

Send request to Eric DiGiovanni edigiova@hsph.harvard.edu

You can also check this website to confirm room reservations for your lab sessions and office hours.

If you are working with a student(s) that have identified themselves as having a disability, and they are requesting accommodations for class or if a student is in need of other assistance regarding mental health issues, sexual assault, culture shock or other academic concerns, ask the student to contact:

Colleen Cronin 617-432-1542
Associate Director of Student Affairs

If you are a TA for a required core Epi/Biostats course and you believe a student would benefit from 1:1 tutoring or if a student expresses interest in having a tutor:

1. You or the student can discuss the request with the instructor
2. If the instructor agrees that tutoring for the student would be beneficial, the they should submit a request to Ellen Furxhi (elfurxhi@hsph.harvard.edu)
3. Ellen Furxhi will work with The Office of Student Affairs to coordinate tutoring efforts.

**Tutoring through the Office for Student Affairs (OSA) is paid for by the student. The OSA has some funding available on a case by case basis.**

What is the TA hiring process and when should you expect to be paid?

TA hiring and payments are handled by the Graduate Studies Coordinator (GSC). The GSC will reach out to all new TA’s prior to the beginning of the semester requesting I-9’s if they are not already on file, as well as Teaching Assistant Forms. You will be required to complete all form before being hired for the position.

TA’s should expect to be paid at the end of the month in which the course ends. Meaning, if the course you TA for ends in the middle of October, you should expect to be paid by the end of that Month.
However, there may be a delay in payment if there are issues around submitting I-9’s and other hiring documentation.

**Hiring Process for Teaching Assistants:**

1. Course faculty teaching in the upcoming term provides the names of all Teaching Assistants or interest in finding TAs for their course.
2. If student does not have I-9 on, we request documents (i-9, passport, work authorization, etc) from student
   a. Students that need to request a SSN should contact Ellen Furxhi for a ‘Job offer letter’
3. The TA will then receive a Teaching Assistant form and Department Resource Guide
   a. TA forms should be returned promptly, so payments can be processed
4. Payments are processed in monthly installments. If a student is a TA for full Spring term they should receive four payments (Feb, Mar, Apr, May). Etc.

**What is the Teaching Assistant Payment Policy for the Department of Epidemiology?**

**Fall/ Spring Course (non-lead/lead)**

- 1.25 Credits= $850/$1150
- 2.5 Credits = $1700/$2300
- 5 Credits = $3400/4600

**Summer Courses**

- $2000** (PCE courses may have different pay rate, contact Eric DiGiovanni with questions)

**Printing Course Materials for Epi Courses:**

All Epi students have access to the 9th floor copier during regular business hours to make copies for courses that you are TA-ing for. If you do not have access to a printer and need to print an original, you can send items that need to be printed to Eric DiGiovanni (edigiova@hsph.harvard.edu). Please give advance notice of a business day, if possible.

**Final Exam Distribution:**

Due to FERPA guidelines you are no longer allowed to leave graded exams in student mailboxes. If you need assistant distributing final exams after the last class please contact Eric DiGiovanni (edigiova@hsph.harvard.edu).

**Ombudsperson**
If you as a TA, student, or students run into issues with Administration, Academic Staff, Faculty, other TAs who have treated you unfairly, abused processes, cause you any fear, acted in a harassing way, or discriminated against you, you have the right to speak in confidence with a staff member from the Ombuds Office for the Harvard T.H Chan School, Harvard Dental School, and Harvard Medical.

Melissa Brodrick- Ombudsperson  
164 Longwood Ave, 1st Floor  
Melissa_brodrick@hms.harvard.edu – 617-432-4040 (Ombuds general line)  
617-432-4041(Office line)

Teaching Assistant Evaluations:
Teaching Assistant Evaluations are available through the Office of Education by using this link and logging into the system with your HarvardKey. If you have issues gaining access to your evaluations you should contact Cleo Hereford chereford@hsph.harvard.edu. There is usually a 2 month period before evaluations are ready for review.

Tips & Tricks for New/Returning TA’s

- Respect your time, and student will respect you- TA’s are provided a stipend to be on-call.
  - Emails that take more than one minute to respond to, should be directed to office hours
  - Email chains exceed more than one back-and-forth, should be directed to office hours
- If you are the type of person to check emails all night, don’t send the responses at late or early hours, this set’s precedence. Draft the email to send at a time you deem appropriate
- Share resources with the whole class, not just your section
- If you are unclear of your expectations as TA, ask! You won’t know if you don’t ask
  - Understand fully what the time commitment for the course is, and what you are expected to do as non-lead/lead TA
  - Setting expectations with Faculty: if you are expected to prepare documents for class or update canvas site, requesting that you receive the information needed ahead of time so that you don’t miss meetings, events, other personal obligations

*Contacts, stipends, and other information are subject to change. Please forward all discrepancies regarding Teaching Assistantships to Eric DiGiovanni edigiova@hsph.harvard.edu

Additional Resources:

Bookit: https://ems.sph.harvard.edu/virtualems/

Media Services: http://www.hsph.harvard.edu/information-technology/forms-fees/media-services-request/
  - For immediate Media Services help :617-432-4357

Canvas help: https://wiki.harvard.edu/confluence/display/canvas/Welcome

Accessing Virtual Desktop Infrastructure: https://www.hsph.harvard.edu/information-technology/student-computing/virtual-desktop-for-students-vdi/