Questions about TA stipend 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:

Amy Wooldridge awooldri@hsph.harvard.edu 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, then he/she should write a short letter to Amy Wooldridge (awooldri@hsph.harvard.edu) with their approval and a brief description of why the student would benefit from tutoring.
3. The instructor should submit the letter to Amy from the Office for Student Affairs
4. Amy Wooldridge will reach out to the student about the possibility of finding them a tutor

**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 have been issues with Visas, I-9’s, and other hiring process that have delayed payments as much as a month or two. The Department will work closely with payroll to reduce this risk moving forward.

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 the month that the course ends
   a. Fall1 Courses receive payment at the end of October
   b. Fall2/Fall Courses receive payment at the end of December

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)*

**Subject to change**

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.
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:

After the current term has ended the TA can request their TA feedback from the student evaluation from Stephanie Greguoli sgreguol@hsph.harvard.edu from the Office of Education. The office of education may take up to a week, if not more, to get these results back to you. Be patient with your requests for feedback!

Tips & Tricks for New/Returning TA’s

- Respect your time, and student will respect you- TA’s are not paid to be working 24/7.
  - 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/

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