

# **Education Policy Studies**

***GRADUATE ASSISTANT HANDBOOK***

**2012-2013**

## Introduction

The Department of Education Policy Studies is one of four departments within the College of Education. The Department houses programs that offer both master's and doctoral degrees in four distinct programs—Educational Leadership, Educational Theory and Policy, Higher Education, and College Student Affairs. In addition, we offer a dual-title degree program in Comparative and International Education and a joint degree in Law, and an undergraduate degree in Education and Public Policy.

<p align="center"><b>Department of Education Policy Studies</b>  <b>311 Rackley Building</b>  <b>814-863-0619</b>          Department Head: Gerald LeTendre          Staff Assistant: Trudi Haupt          e-mail: tth1@psu.edu</p>	
<p><b>Budget Office</b>  <b>300 Rackley Building</b>  <b>814-863-3760</b>          Budget Assistant: Sally Kelley          e-mail: sjk4@psu.edu</p>	<p><b>Educational Leadership</b>  <b>207 Rackley Building</b>  <b>814-865-1487</b>          Professor in Charge: Preston Green          Staff Assistant: Becky Contestabile          e-mail: rqc2@psu.edu</p>
<p><b>College Student Affairs</b>  <b>400 Rackley Building</b>  <b>814-865-3449</b>          Professor in Charge: Jackie Edmondson          Staff Assistant:          e-mail:</p>	<p><b>Educational Theory and Policy</b>  <b>300 Rackley Building</b>  <b>814-865-1488</b>          Professor in Charge: Mindy Kornhaber          Staff Assistant: Karen Tzilkowski          e-mail: kkt2@psu.edu</p>
<p><b>Comparative and International Education</b>  <b>300 Rackley Building</b>  <b>814-865-1488</b>          Committee Chair: David Baker          Staff Assistant: Karen Tzilkowski          e-mail: kkt2@psu.edu</p>	<p><b>Higher Education</b>  <b>400 Rackley Building</b>  <b>814-863-2690</b>          Professor in Charge: Roger Geiger          Staff Assistant: Susan Bass          e-mail: sgb13@psu.edu</p>

## General Information

All graduate assistants will have access to a shared desk for use throughout their assistantship. Offices will be shared with other graduate assistants from the Department. You may choose to work in either room 204 or 315 Rackley.

## Responsibilities

Each graduate assistant has been assigned to one or more faculty members. Assignments may include research, instructional assistance, etc. Specific responsibilities will be explained by the assigned faculty member(s). In addition, graduate assistants are expected to meet with prospective and newly admitted students on an as-needed basis to provide information on their respective program. University offices are to have phone coverage available continuously from 8 AM to 5 PM. Graduate assistants may be asked to assist in this matter by serving on phone duty over the noon hour and during staff meetings over the course of the semester. Graduate assistants may also be asked to assist the staff in preparing projects, collating, copying, delivering documents, etc., from time to time, and full cooperation in these matters is expected.

Kitchens are located in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors and are equipped with a few appliances. The facilities are for everyone's use, but you must provide your own provisions and supplies. Coffee is provided for guests, but is not provided for classes. **It is expected that you clean up after yourself, this includes wiping spills on the counters, in the microwave, and in the refrigerator.** Remember that items in the refrigerator are not for general use. You may keep your perishable items in the refrigerator, but you must put your name on it. Refrigerators are cleaned out at the end of each semester and all items remaining will be tossed.

## Keys and Office Security

In addition to work responsibilities, GAs are responsible for maintaining office security and kitchen cleanliness. All offices, suites, and elevators lock at 5:00 pm. If you enter the building after 5:00 you will need to swipe your PSU ID to access the floors using the elevator. If you unlock a door, please make sure to lock it.

Graduate assistants assigned to an office will be issued a key to their office if necessary (see Sally Kelley). There is a charge for lost keys—cost depends on the key replacement costs and any charges for re-coring of locks. **Please note: Keys must be returned by the last day of classes of spring semester or you may be charged the lost key fee.**

## Mailboxes

Mailboxes for AILP students, EDTHP graduate assistants, and EDTHP 115 TAs are located in the main suite on 3<sup>rd</sup> floor. Mailboxes for EDLDR graduate assistants are located in the main suite on the 2<sup>nd</sup> floor. Mailboxes for HIED and CSA graduate assistants are located on 4<sup>th</sup> floor. Because of the number of assistants, individual mailboxes are not possible. Any mail or messages will be put in the appropriate graduate mailbox. Please check it regularly.

## **Department Services**

Please note the Department's copiers, printers, computers, telephone, mail services, etc., are provided for Departmental and University business. Any personal use of these services is prohibited and would be considered theft of services.

### **Copy Number, Copying, and Scanning**

All faculty are assigned individual copy codes to be used on the copier machine. Graduate assistants who are asked by their supervising faculty member to copy materials for them should get the code from their faculty. If not available, see Sally Kelley for a copy code for that purpose. The copier in the work area on 3<sup>rd</sup> floor will also serve as a scanner, and no code is necessary to use this feature.

### **Copying for Assigned Faculty**

1. The copy machine can be used for 40 copies or fewer per original. Larger jobs will need to be sent to printing services, and your program staff assistant can provide you with additional information. This will require some turnaround time, so planning is essential. Instructors are encouraged to use ANGEL and/or course packets.
2. In conjunction with copyright laws, no extensive copying of books, journals, or chapters will be permitted.

### **Library Photocopying**

The Department utilizes a card system for photocopying at the Library. We provide this card for copies of articles, etc., requested by your supervising faculty member. The card can be checked out from your program's staff assistant. It should be used and then returned promptly.

### **Computer Use**

The Department has computers set up so that graduate assistants can access their web mail, NVivo, SPSS, and the internet. There are computers located on the second and third floor GA areas (204 & 315). No files or documents are to be saved or stored on the Department computers. To access your email, logon to the internet and then go to <https://www.webmail.psu.edu>.

### **Printing for Assigned Faculty**

Printing for assigned faculty is appropriate and should be done using your faculty's computer and printer. Your program staff assistant will also be available for appropriate printing needs.

### **Free Printing Available for Student Needs**

Each student can print up to 110 black and white pages per semester at no charge at one of the University's public computer labs. Please visit the technology web site at [www.its.psu.edu](http://www.its.psu.edu) for further information regarding printing and computer labs.

### **Telephone**

**On Campus Calling:** DIAL 2, 3, 5, or 7 + last 4 digits (5-xxxx) to reach 862,863,865, or 777 numbers using a campus phone. You can call any of these lines by dialing the last five digits of the phone number.

**Local Calling:** DIAL 8 + 7-digit number. Local calling areas include: State College (231, 234, 235, 237, 238, 321, 689, 861, 867), Bellefonte (353, 355, 357, 359, 933), Boalsburg (466, 808), Centre Hall (364, 531), Pine Grove Mills (293), Port Matilda (692), Spring Mills (422), University Park (862, 863, 865), and cellular exchanges 308, 360, 571, 360, 777, 880, 883, 876.

## Financial Resources

### Graduate Student Fellowship and Scholarship Awards

There are a number of fellowships and scholarships awarded by the College annually. If you would like to be considered for any of these awards you can access the application on line at <http://www.ed.psu.edu/educ/current-students/financial-aid/fin-aid>, along with additional information. Applications need to be submitted every year. The information provided on the form will be used to target students for particular scholarships.

### Summer Tuition Assistance

The Summer Tuition Assistance Program is on a first-come, first-served basis until funds are exhausted. This program provides tuition assistance to graduate students who have had assistantships for the two preceding semesters so they can continue graduate studies during the summer. Only courses required for your degree are covered by summer tuition assistance. In the spring semester, you will work with the staff assistant for your particular program to request tuition assistance for summer. Additional information and application forms are available on the web at <http://www.ed.psu.edu/educ/current-students/financial-aid/current-students/graduate/funding-opportunities/funding-opportunities-1/>

Summer credit maximums: up to 9 credits. If a student registers for more than the pre-approved number of credits, the student will be liable for payment of the additional tuition. This program only covers tuition and does not provide a stipend. The student is responsible for any additional course fees.

### Student Request for Travel Support

Students requesting Departmental funding to help defray the costs of travel when **presenting** at a professional conference should complete a **Travel Grant Application** form available on-line at <http://www.ed.psu.edu/research/GradFellowships.htm>. By requesting funds using this application, additional support from other offices is accessed. **Only one travel grant** is usually awarded per person per academic year. Other offices that provide funding for graduate student travel will also assign funds on this form. You will receive email notification from Heather Decker once all offices have assigned funds that include the full amount of funding available. Travel grants are awarded on a first-come, first-served basis until the funds are exhausted.

**If you receive a travel grant or any University funds for travel, please contact Sally Kelley in 300 Rackley ([sjk4@psu.edu](mailto:sjk4@psu.edu) or 814-863-3760) prior to making any travel arrangements.** Sally will instruct you on the specific guidelines for travel required by the University, particularly regarding transportation fares and receipts. Not following University procedures will require a letter of explanation and could cause delays in reimbursement or loss of travel funds. Please

contact Sally if you have any questions regarding travel.

**If you receive travel funds, but decide you will not travel, please contact Sally Kelley so that those funds can be redistributed to another student.**

See **Appendix A** for additional information about requesting and using travel funds.

**Appendix B** provides steps for registering for classes, obtaining a copy of your course schedule, paying tuition, getting a student ID card and email (Access), and some on- and off-campus contacts you might find useful.

## Appendix A

### Graduate Student Conference Travel: Applying for a Travel Grant

The purpose of the travel grant is to provide funding to students who have completed a substantial portion of their graduate course work and to present results from their research. The activity should be one where you are participating as a presenter, officer, or panel member at a regional or national association, or professional venue; or, have been invited or nominated and selected by the organization to attend a symposium or workshop.

#### 1. Acceptance of Applications:

- Applications for fall conferences are accepted August through November.
- Applications for spring conferences are accepted December through April.
- June conference expenses must be processed prior to June 30. Paying early for the conference registration or flight may help.
- Students may only submit applications for 1-2 conferences (funding is based on availability).
- The Dean's Office will match up to \$200 per student per conference as funds allow

#### 2. Application Steps:

- Access the Graduate Student Conference Travel application on line (<http://www.ed.psu.edu/educ/current-students/graduate/funding-opportunities/grad-student-travel-form.pdf>).
- Complete the application and print it out for review by your advisor. They will complete section 5.
- Deliver the completed form to Sally Kelley in 300 Rackley Building.
- After assignment of funds by the Department Head, you will receive an email from Sally letting you know the amount awarded.
- Deliver the form to the Associate Dean for Graduate Studies in 241 Chambers. After assignment of funds by the Associate Dean, you will receive notice of the **full amount** available from all sources.

#### 3. Travel to Countries on the U.S. State Department Warnings List requires completion of additional forms. The policy, travel request form, and waiver form can all be found on the web at <http://www.gradsch.psu.edu/policies/student/travel.html>

#### 4. How to receive your reimbursement:

- Travel reimbursement forms should be processed in a timely manner. **Students must submit their request for reimbursement within ONE WEEK of their return.** See Sally Kelley, 300 Rackley, for the reimbursement form and list of receipts required.

## Appendix B

### Academic Information

	Website
The Graduate School: Life at Penn State as a Graduate Student	<a href="http://www.gradsch.psu.edu">www.gradsch.psu.edu</a>
ANGEL: Course folders	<a href="https://cms.psu.edu/default.asp">https://cms.psu.edu/default.asp</a>
Elion: Bursar Account Bill, Registration, Student Aid Summary, etc.	<a href="https://elion.psu.edu/">https://elion.psu.edu/</a>
Webmail: Email	<a href="https://webmail.psu.edu/">https://webmail.psu.edu/</a>
Library: Course Reserve, Databases, The Cat (catalogue), etc.	<a href="http://libraries.psu.edu">libraries.psu.edu</a>
University Health Services: Appointments, Health Records, Health needs	<a href="http://www.sa.psu.edu/uhs">www.sa.psu.edu/uhs</a>
Software Downloads: VPN, Microsoft Office, FTP client, etc.	<a href="http://downloads.psu.edu">downloads.psu.edu</a>
Graduate Writing Center: Writing assistance, classes, peer reading groups, etc.	<a href="http://student.worldcampus.psu.edu/academic-support-resources/graduate-writing-center">http://student.worldcampus.psu.edu/academic-support-resources/graduate-writing-center</a>
Helpful APA & Writing Sites: APA style and grammar assistance	<a href="http://owl.english.purdue.edu">owl.english.purdue.edu</a>
	<a href="http://grammar.quickanddirtytips.com">grammar.quickanddirtytips.com</a>

### Academic Integrity: Definition and Expectations

As defined by Faculty Senate Policy 49-20, academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner, serving as a basic guiding principle for all academic activity. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. To protect the rights and maintain the trust of honest students and to support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments (Senate Policy 44-40; Proctoring of Examinations). *At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and College academic integrity policies to that course.* The complete policy is available on the College web page at <http://www.ed.psu.edu/educ/current-students/academic-integrity/academic-integrity>



## Registering for Classes at Penn State

The Penn State registration process consists of two steps:

1. The student enrolls in specific courses and confirms registration
2. Registration is complete upon receipt of payment of tuition and fees

After conferring with your advisor, you will be able to register either in person at 112 Shields or through eLion with your “Friends of Penn State” (FPS) account. New students that established an account through the Graduate School application process do not need to create another FPS account. At that time, you would have been prompted to create a “FPS” account. If you no longer have record of your ID and password, go to <https://www.bursar.psu.edu/fps/FPSInfo.cfm>. There you will find a link to look it up. Once you know your ID and password, go to eLion on the web at <https://elion.psu.edu/> and select “Students” in the left-hand column and follow the instructions for registering. Once you arrive on campus, you will need to visit a “signature station” to activate your regular “Access” account, which you will use in the future to register and to gain access to your bursar account. Additional information about the Access account is available later in this packet.

When you register, you will need to have on hand the six-digit “Course Schedule #” for the classes you want to take, which you will find in the online schedule of classes at <http://soc.our.psu.edu/soc/>, and your PSU student ID # (or the FPS #). You will be prompted to create a Personal Access Code (PAC #), which you will also need to access your registrar and bursar records. You should be able to move through the remainder of the process fairly easily. Your FPS # will be the same number as your PSU Access Account #.

## Obtaining a Copy of Your Course Schedule

On the web using [eLion](https://elion.psu.edu/) (<https://elion.psu.edu/>), you may view your schedule. You may also have a copy mailed to your Penn State e-mail account.

## Dropping/Adding Courses

Registration is a continuous process at Penn State. While exceptional circumstances may necessitate the need to process schedule changes after classes begin, students are encouraged to finalize all schedule changes prior to the first day of the semester.

Courses may be added and dropped during the first ten calendar days of the semester, *or proportional time frames for other than fifteen-week courses*.

Courses dropped during the first ten calendar days of the semester are not recorded on the student's academic record. Courses dropped after the first ten calendar days and before the end of the twelfth week are considered late drops, and are recorded on your academic record. Students may late drop courses in person or by using [eLion](https://elion.psu.edu/). There are financial issues to consider when dropping courses.

Courses added during the first ten calendar days do not require any special permission. To add a course that is full requires permission of the instructor; the student must add this course in person. Courses added after the first ten calendar days require permission of the instructor; students must late add courses [in person](#). See your program staff assistant for the appropriate form.

There is a \$6.00 fee charged for **each course** processed as either a late add or a late drop.

### **Late Registration**

Registration is to be completed before the first day of the semester. Students may register starting with the first day of the semester but will be assessed a late registration fee (\$250) and a late payment fee (\$25).

Students that register late will receive a semester bill from the Bursar's office for applicable tuition and fees. Dropping and adding of courses will be permitted until the bill due date.

### **Payment of Tuition and Your Bursar Account**

Penn State's tuition bill is paperless. Students who have enrolled in courses will receive notification of tuition and fees from the Bursar's office via your Penn State email account. This statement includes amount(s) due as well as possible credits resulting from applicable scholarships, loans, grants, and other forms of financial assistance. In some cases, because of the possible financial credits, a student may not be required to make payment to the University. In other cases, a student may be due a refund from the University. **IN ALL CASES, REGARDLESS OF THE AMOUNT DUE, ACTION IS REQUIRED TO COMPLETE THE REGISTRATION PROCESS.** Because your PSU email account will not be activated until you arrive on campus, you are encouraged to follow the steps for setting up an Access Account as soon as you arrive on campus. See additional information below pertaining to the Access Account.

A semester bill will only be generated **AFTER** you create your Access ID account, and will not be due until 3 weeks later.

**Confirming Registration for Tuition Bill Net Payable of Less than \$200 (If you have an assistantship, your bill will be less than \$200)**

1. Go to elion at <http://elion.psu.edu>
2. Select "Students" or "Parent/Other" and login with your User ID and password
3. Select "Bursar Tuition Bills" from the left-hand menu
4. Select your Tuition Bill and click "View/Pay Bill"
5. Select "Without a payment"
6. Click "Continue"

You will then receive confirmation that your registration is complete.

If you do not receive a semester bill, contact the Bursar's office, 814-865-6528.

### **Penn State ID Card (id+)**

Graduate students should report to the campus id+ Office after completing their first semester registration. We suggest that you obtain your card ASAP because you'll need your card to check out library materials, to open an email account at a Signature Station, and more. Valid identification, such as a driver's license, a passport, or military ID, is required before a student can be photographed and issued an id+ card.

New students have until the end of the first semester/session of registration to obtain an id+ card. Failure to do so within the first semester/session of registration could result in being assessed a replacement fee for the card. Again, in order for you to take advantage of the many features associated with your id+ card, we suggest that you obtain your Penn State id+ card ASAP.

At the time of card issue, students should choose to activate the various card features and the ID office can provide you with additional information about the features available.

<b>ID office location:</b>	103 HUB-Robeson Center 814-865-7590 <a href="mailto:idcard@psu.edu">idcard@psu.edu</a>
<b>Semester Hours:</b>	8:00 AM - 5:00 PM (M-T-Th-F) 9:00 AM - 5:00 PM (W) 10:00 AM - 3:00 PM (Sat)
<b>Summer/Break Hours:</b>	8:00 AM - 5:00 PM (M-F)

### **Penn State Access Account**

A Penn State Access Account is a [user ID and password](#) that enables Penn State students, faculty, and staff to use the full range of [Internet services](#) (including email) on or off campus, at computer labs or on personal computers.

Your user ID is the "public" part of your Penn State Access Account. This is the part you should share with others so that they know where to send your electronic mail. Your user ID (sometimes referred to as "username" or "userid") is usually your initials followed by a 1- to 3-digit number such as xyz101. The letters are lowercase.

**To receive an Access Account**, take your Penn State photo ID card to a [Penn State Access Account signature station](#) and follow the instructions there. Your account should be fully active within one business day. If you have problems using the Penn State Access Account signature station, please contact computer support staff at the location of the signature station (if applicable), the [ITS Computer Accounts Office](#) (204 Wagner Building, [accounts@psu.edu](mailto:accounts@psu.edu), 814-865-4772), or one of the Consulting & Support Services (CSS) [consulting locations](#) at University Park.

**Signature Station Locations:** Signature Stations are located at the following locations (listed by campus):

103 Boucke Building	201 Pollock Library
101 Computer Building	107 Waring Commons
6 Findlay Commons	108 Warnock Commons
W113 Pattee Library	2 Willard Building

**Note:** Penn State Access Account signature stations are available during [regular lab hours](#). A campus map and hours for each of these locations can be obtained at <http://clc.its.psu.edu/labs> on the Web.

Again, your **user ID** is the "public" part of your Access Account. Your **password**, on the other hand, **should be kept private**. Your password is the "key" that lets you open electronic doors. Guard your password just as you guard your bank card PIN. Don't write it down or make it easy for someone to "crack." Don't share your password with others, as they would then have the opportunity to read your email, see your grades, obtain your transcript, and forge email and news postings from you.

You should [change your password](#) as soon as you get your account.

Here are some guidelines that should help you when changing your password. You should also read the [CAC password policy](#).

- Use at least six new letters and at least one number. An example is apollo13.
- Make sure the "caps lock" is not on.
- Note that your password will not show as you type, so be careful not to make mistakes.
- Don't use special characters such as exclamation points.
- Change it to something you can remember but that others won't be able to figure out. For example, don't set your password to your name, your license plate, your friend's name, your pet's name, your favorite drink, or anything else that someone else might easily guess.
- Change it as often as you wish, but at least once every six months.
- Note that Access Account passwords are "case-sensitive." This means that uppercase and lowercase letters are recognized as different characters.

**Note:** The only way to change your password is by using the methods described above.

If you forget your password, present your Penn State photo ID at the CAC consulting locations, the [Computer Accounts Office](#) or to other computer support staff. Staff will help you request a password reset.

## Other Useful Contacts

General Penn State information and contacts: <http://www.psu.edu/ur/parents.html>

On-campus housing: <http://www.hfs.psu.edu/housing/>, [uphousing@email.hfs.psu.edu](mailto:uphousing@email.hfs.psu.edu), or 814-865-5423

Off-Campus Housing: <http://www.sa.psu.edu/ocl/>; (814) 865-2346

Maps of campus and information about traveling to State College and University Park are available at <http://www.geog.psu.edu/print-campus-maps>

Penn State Student Insurance Office: <http://www.sa.psu.edu/uhs/basics/insurance.cfm>. To talk with someone at Student Health Insurance, either stop by 302 Student Health Center or call (814) 865-7467. Hours on Monday, Tuesday, Thursday and Friday are 8:00 a.m. to 5:00 p.m. On Wednesdays, offices open at 9:00 a.m. and close at 5:00 p.m. You can also contact them via email at [studentinsurance@sa.psu.edu](mailto:studentinsurance@sa.psu.edu)

*Daily Collegian*: <http://www.collegian.psu.edu/>, the campus newspaper

*Centre Daily Times*: <http://www.centredaily.com/>, the local newspaper

Central Pennsylvania Convention and Visitors Bureau: <http://www.visitpennstate.org/>; 800 East Park Avenue, State College, PA 16801; 800-358-5466. These folks are very helpful—they will plan your visit, book a hotel, send you maps, etc.

State College Area School District: <http://www.scasd.org/site/default.aspx?PageID=1>; 131 W. Nittany Avenue, State College, PA 16801, 814-231-1011