

Department of Anthropology | Stanford University
Department of Anthropology Best Practice Reference, Undergraduate Student Course Assistants

STUDENT INFORMATION

Student Name:	SUID#:
Email:	Cellular Telephone
Faculty Program Advisor	(Faculty) Department
Undergraduate Degree:	Department/Program:
Undergraduate Degree:	Department/Program:
Undergraduate Minor	Department/Program
Student Telephone	Other Telephone
Other Concurrent Employment:	Agency (Department/Program, or other):

Course Assistant Job Description

ANTHRO Undergraduate course assistants supplement the instructional staff for the ANTHRO Undergraduate curriculum - typically course offerings at the 100-level. The course assistant may be responsible for presenting class materials and designing assignments and exams. Course assistants may conduct small-groups discussion sections and assist students working in a Lecture, Seminar or Laboratory setting. Course Assistants who are expected to issue grades may do so only the instructor's authorization. Course assistants are usually paid on an hourly basis and expected to meet weekly with the Faculty Instructor to receive on the job training. The Faculty Instructor is the student's immediate supervisor and should be directly accountable for overseeing the Course Assistant's duties.

Job Duties

- office hours
- grading
- examination proctoring
- sections leading
- class attendance; attending lectures
- course readers
- working with collections; coordinating laboratory
- preparing course materials
- meeting with faculty
- other _____

Training and Compliance

- <https://teachingcommons.stanford.edu/teaching-talk/new-faces-join-stanford%E2%80%99s-teaching-community-ctl%E2%80%99s-annual-ta-orientation>
- <http://studentaffairs.stanford.edu/oae/TA-Video> (A video resource for Teaching (Course) Assistants)
- <https://teachingcommons.stanford.edu/grad-support/ta-orientation> (TA Orientation 2012 video via Stanford iTunes)
- <https://harass.stanford.edu/training/course-non-supervisory-staff/registration> (via AXES 'STARS')
- I 9, Employment Eligibility Verification <http://www.uscis.gov/files/form/i-9.pdf>
- <https://adminguide.stanford.edu/chapter-10/subchapter-1/policy-10-1-1> and http://financialaid.stanford.edu/aid/employ/wage_scale.html
- FERPA <http://studentaffairs.stanford.edu/registrar/everyone/parents/ferpa>
- Information Security Awareness Video <http://www.stanford.edu/group/security/securecomputing/>
- Fundamental Standard <http://www.stanford.edu/dept/registrar/bulletin1112/79157.htm>
- _____

Hours of work and Rate-of-pay

- 7-10 hours per week; exceptionally, not to exceed 15 hours per week <https://adminguide.stanford.edu/chapter-10/subchapter-1/policy-10-1-1>
- Suggested Rate of Pay, Level 111 http://www.stanford.edu/dept/finaid/aid/employ/wage_scale.html. Recommended \$18.50. To be determined by the Department's Financial Manager
- Considerations for Federal Work Study and Federal Aid impact

Stanford University

**Confidentiality Agreement
For Students Employed in the Department of Anthropology**

The Department of Anthropology Office employs students to work in a variety of capacities throughout the academic year. They can be assigned duties in any of the areas for which the Office is responsible. These areas include, but are not limited to, collection of current and former applicant and student biographic and demographic information, enrollment in courses, grading, processing and evaluation of transcripts, reading of applicant files and statements of purpose, fellowship and assistantship information, issuance of degree progress and offer letters, Time Schedule and Stanford Bulletin preparation, classroom and examination scheduling, course evaluations, faculty committee deliberations, faculty teaching evaluations, and institutional research.

Student employees in the Department of Anthropology Office are expected to abide by confidentiality policies regarding applicant, student and faculty information in the same manner as regular Stanford University employees.

By accepting a position in the Department of Anthropology, you agree to the following requirements:

1. No documents or confidential information which come to your attention through your employment or work for Department of Anthropology shall be disclosed to anyone outside the Department of Anthropology without the prior consent or direction of Professor Richard Klein.
2. Other than in the scope of performing the job duties assigned to you, you may not communicate verbally, electronically or otherwise about any project or task you are assigned to work on while employed by the Department of Anthropology without the prior consent or direction of Professor Richard Klein.
3. Student workers and interns may use assigned space to work on student or applicant files. Files must be returned promptly to the designated staff member after the work is completed. No files may be left unattended (or overnight) in an area/office other than the office of the designated staff member or the designated storage area. This applies to all files, including archives and former applicant/student files.
4. No files, or part of files, may be left in the copy machine or in staff mailboxes. If necessary, the student worker must obtain a key to, or have a staff member unlock, the designated location so that the files may be properly stored.
5. Department/Program staff are responsible for the integrity of data given to student workers for processing. This includes:
 - a. no access may be given to a student worker or intern to university systems that are protected by law (e.g., PeopleSoft)
 - b. tasks given to student workers must not entail an impact that can lead to loss of information or documents, misinformation or inappropriate use of information or documents.
5. Typical tasks given to student workers in the Department of Anthropology include [specify – e.g., copying, filing, file assembly, checking the completion of files, etc.]. No tasks such as evaluation of files may be given to a student worker or intern.
6. Student workers should not have access to academic files or other confidential information for individuals that they know on a personal basis.

Questions about the disclosure or release of applicant- and student-related information must be referred to the Director of Academic Services, but in sum, no information may be shared with other students, Stanford employees who do not have a legitimate educational interest in the information, parents, friends, the media (including the Stanford Daily), the general public, or any other person, group, or organization. Suspicion that a file(s) may be lost or misplaced must be immediately brought up to the Director’s attention.

By signing this agreement, I acknowledge that I understand my obligation to protect the privacy rights of students and applicants and to maintain the confidentiality of faculty information. I also understand that failure to meet my obligations will result in my dismissal from employment in the Department of Anthropology Office and could constitute just cause for disciplinary action.

Student Name (printed) _____ Student ID# _____

Signature _____ Date _____

Supervisor Name (printed) _____ Date _____

Supervisor Signature _____