

Policy M-3
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING

Page 1 of 2

TITLE: GRADUATE ASSISTANTS

POLICY: Three levels of Graduate Assistants (GAs) are utilized in the College of Nursing. Levels are determined by their specific responsibilities and qualifications. The three levels of GAs in the College of Nursing are:

Level 1, the Nursing Technology Lab Assistant;
Level 2a, the Clinical Lab Assistant;
Level 2b, the Classroom Assistant;
Level 2c, the Research Assistant;
Level 3a, the Clinical Teaching Assistant; and
Level 3b, the Classroom Teaching Assistant.

RATIONALE: The College of Nursing is committed to the University-wide Standards for Graduate Assistants at Florida State University. The College's Guidelines for Graduate Assistants (GAs) are intended to meet these requirements and promote the effectiveness of GAs

PROCEDURE: See Attachment #1 GA General Requirements
See Attachment #2 Levels of Responsibilities for GAs
See Attachment #3 Teaching Associate Requirements and Responsibilities

1. A Student interested in becoming a graduate assistant (TA or RA) must first contact the Associate Dean of Academic Affairs to discuss general requirements. The prospective GA will then submit in writing to the Associate Dean her/his desire to become a GA the area in which she/he would like to work, and her/his work schedule availability.
2. After a work assignment has been made and the number of hours to be worked each week agreed upon, the GA confirms with the Associate Dean of Academic Affairs the number of hours to be worked (a minimum of 10 hours per week or .25% FTE), and the hourly rate she/he is to be paid consistent with the level of GA responsibility. The Associate Dean then directs the GA to schedule an appointment with the College of Nursing Accountant so that all necessary paperwork can be completed and a tuition fee waiver entered into the system for the GA (The Associate Dean will notify the Accountant in writing prior to the

GA's contacting the Accountant that an assignment has been made, the hourly rate the GA is to be paid and that a tuition waiver is to be entered).

3. After completing the necessary paperwork, the GA reports back to the Associate Dean for assignment to a faculty member and/or an orientation session.
4. In the event that a GA should terminate her/his employment prior to the end of the agreed upon appointment period it is the responsibility of the GA to notify the Associate Dean of Academic Affairs and the Graduate Advisor of this decision in writing. The student assumes complete responsibility for any and all fees, tuition or stipend obligations which result from the decision to terminate employment before the end of the agreed upon period of employment.

Approved by:

Faculty	4/23/04	4/18/08	8/11/10	2/15/13
Dean	4/27/04	4/18/08	8/11/10	2/15/13

Policy M-3
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
Attachment #1

GA General Requirements

Graduate Assistants in the College of Nursing are identified by Levels according to their specific responsibilities. All GAs, regardless of levels, must meet the following general requirements:

- (1) Have a BS degree in Nursing.
- (2) Hold a current Florida RN license.
- (3) Have had recent clinical nursing experience.
- (4) Be fully admitted to the Masters (MSN) or Doctor of Nursing Practice (DNP) Program in the College of Nursing.
- (5) Be in good academic standing with a minimum GPA of 3.0.
- (6) Register for a minimum of 9 credit hours during the semester they are employed as a GA .
- (7) Attend orientations to the College of Nursing, to clinical agencies, and to the specific course to which they are assigned, including all course and level term meetings, if applicable.
- (8) Confer on a weekly basis with the assigned Faculty to which they are assigned.
- (9) Adhere to policies and procedures of Florida State University, the College of Nursing, and assigned course.
- (10) Teaching Assistants must register for a minimum of 1 credit hour in NGR 5941L (Supervised Teaching) during the first semester they are employed as a TA. Participation in weekly seminars is required. TAs must also attend orientation programs conducted by the FSU Program for Instructional Excellence (PIE).

Policy M-3
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
Attachment #2

Levels of Responsibilities for GAs

GA LEVEL 1: NURSING SIMULATION LAB (NSL) ASSISTANT

- Requirements:**
- * Meet general requirements for TA, including a minimum of one year recent clinical nursing experience.
 - * Receive instruction in specific duties, expectations and responsibilities from the Simulations Lab Coordinator or Lead Teachers.
 - * Demonstrate competency in areas of responsibilities.

- Responsibilities:**
- * Demonstrate for and supervise undergraduate nursing students in specific, assigned clinical nursing skills.
 - * Confer with lead teachers about specific students' needs, progress, and problems encountered in fulfilling duties.
 - * Assist lead teachers in evaluating/checking off on students' competencies in performing clinical nursing skills.
 - * Check students' documentation of clinical nursing skills as appropriate.
 - * Assist the Simulation Lab Coordinator in lab organization and maintenance.

GA Level 2(a): Clinical Lab Assistant

- Requirements:**
- * Meet all general requirements for GAs, including 1-2 years of recent clinical nursing experience.
 - * Receive orientation to Lab courses and clinical agency to which assigned as a GA
 - * Demonstrate competency in area of responsibility.
 - * Receive specific instruction in clinical lab assignments from the Lab course coordinator and faculty member in charge of the clinical section.
 - * Supervised by clinical lab faculty (on-site supervision).

- Responsibilities:**
- * Assist faculty in supervising students in client care in assigned clinical agency.
 - * Assist in pre- and post-clinical conferences.
 - * Grade papers when key is provided.
 - * Conduct test reviews.
 - * Assist individual students with performing clinical skills as appropriate and needed.
 - * Assist in supervising and evaluating students' documentation of client care.

GA Level 2(b): Classroom Assistant

- Requirements:**
- * Meet general requirements for College of Nursing GAs.
 - * Expertise in course content area to which assigned.
 - * Supervised by course lead teachers/faculty members.
- Responsibilities:**
- * Teach specific course content as assigned and supervised by faculty member assigned to course.
 - * Evaluate student learning according to course criteria and policy with collaboration of lead teacher.
 - * Grade papers and tests using written criteria and key.
 - * Facilitate discussion groups.
 - * Take class attendance.
 - * Conduct test reviews.
 - * Assist individual students with content learning difficulties
 - * Maintain posted office hours.

GA Level 2(c): Research Assistant

- Requirements:**
- * Meet general requirements for College of Nursing GAs.
 - * Successfully completes a minimum of one semester of full-time enrollment in the graduate program.
 - * Demonstrates basic computing competencies.
 - * Successfully completes training in Protection of Human Subjects.
 - * Is supervised by the Director of the CON Research Center.

*Receives instruction in overall duties, expectations and responsibilities from the Director of the CON Research Center.

*The faculty to whom the RA is assigned will assign weekly work activities.

Responsibilities: * Communicate weekly with the Director of the CON Research Center by providing a journal of activities.

*Maintain close contact and respond immediately to communication from the faculty to whom the RA is assigned

*Perform research related tasks as assigned by the faculty member including literature searches, transcription of interviews, and data entry

*Seek instruction in cases where they are unclear regarding the nature of the tasks assigned. In cases where difficulties persist, the RA will seek instruction from the Director of the CON Research Center

*Strictly adhere to university policies regarding the handling and care of materials related to human subjects based research.

GA Level 3(a): Clinical Teaching Assistant

Requirements: * All general requirements for College of Nursing Teaching Assistants.

* Minimum of 2 years recent clinical nursing experience.

* Have completed 18 hours of graduate work in Nursing, or will have done so by the end of the semester in which employed as a TA.

* Oriented to clinical agency as well as to nursing lab course to which assigned.

* Demonstrate competency in clinical skills and specialized area in which assigned.

* Supervised indirectly by faculty, course lead teacher/course coordinator (accessible, not necessarily on-site).

* Follow departmental lab syllabus for assigned course.

* Attend meetings of lab faculty for assigned course.

* Confer with course lead teacher/lab coordinator on a scheduled basis and as needed.

* Report immediately any unusual situations or student problems to the lab coordinator, lead teacher, and/or appropriate individual(s).

* Adhere to course evaluation criteria and use course's evaluation tools as printed in course syllabus.

Responsibilities:

- * Make specific client care assignments for students.
- * Review students' care plans with students.
- * Grade students' care plans according to course criteria.
- * Grade students' clinical papers and/or projects according to course criteria.
- * Supervise students' clinical practice in assigned clinical agency.
- * Maintain weekly evaluation form in collaboration with lead teacher and provide weekly feedback to students.
- * Check students' documentation of client care on clinical agency's forms.
- * Conduct pre- and post-conferences.
- * Hold weekly office hours.
- * Evaluate student's performance and progress in collaboration with lead teacher/course coordinator.
- * Assign lab course grades with consultation of lead teacher/course coordinator.

GA Level 3(b): Classroom Teaching Assistant

Requirements:

- * All general requirements for College of Nursing Teaching Assistants.
- * Minimum of 2 years recent clinical nursing experience.
- * Have completed 18 hours of graduate work in Nursing, or will have done so by the end of the semester in which employed as a TA.
- * Demonstrate competency in classroom content for course in which assigned.
- * Supervised indirectly by Associate Dean of Academic Affairs, course lead teacher/course coordinator (accessible, not in classroom).
- * Follow course syllabus for assigned course.
- * Attend meetings of faculty for assigned course or Semester.
- * Confer with course lead teacher/Associate Dean of Academic Affairs on a scheduled basis and as needed.
- * Report immediately any unusual situations or student problems to the coordinator/lead teacher, and/or appropriate individual(s).

* Adhere to course evaluation criteria and use course's evaluation tools as printed in course syllabus.

- Responsibilities:**
- * Prepare weekly lesson plans for unit objectives; seek approval from lead teacher/Director, as appropriate.
 - * Make specific assignments for students as indicated in course syllabus.
 - * Review students' papers, projects with students.
 - * Contribute test questions in proper format to test bank and assist Lead Teacher/Associate Dean of Academic Affairs in construction of tests.
 - * Grade students' tests, papers, projects according to course criteria and in collaboration with lead teachers or Associate Dean of Academic Affairs.
 - * Review concepts missed on tests with individual students.
 - * Prepare a list of students in academic difficulty at midterm for Associate Dean of Academic Affairs.
 - * Hold weekly office hours to assist students.
 - * Evaluate student learning according to course criteria.
 - * Participate in the assignment of final grades with lead teacher.

Policy M-3
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
Attachment #3

Teaching Associate Requirements & Responsibilities

Teaching Associate positions are competitive and must be approved by the FSU Program of Instructional Excellence (PIE). The Teaching Associate is responsible to the Director of the Graduate Program and to the Coordinator of the Nurse Educator role specialty, to whom she/he is assigned through the Supervised Teaching course (NGR-5941L). These two faculty members will guide and assist the Teaching Associate to meet the requirements of the position.

The Program for Instructional Excellence (PIE) Teaching Associates are TAs who have been employed at least one semester in the College of Nursing, and who are enrolled in the Nurse Educator role specialty. The Teaching Associate serves as a mentor to TAs, assists in workshops and training sessions for TAs, participates as a presenter in TA orientation, assesses the College of Nursing TA Program needs, and proposes strategies to meet those needs. The Teaching Associate is responsible to the Associate Dean of Academic Affairs and to the Coordinator of the Nurse Educator role specialty, to whom she/he is assigned through the Supervised Teaching (NGR 5941L) course. These two faculty members will guide and assist the Teaching Associate to meet the requirements of the position.