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Congratulations!!
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- New position
- New duties
- New responsibilities
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- Being **Nervous - OK!** –
- Resources to **help!**
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• Various rules/regulations
  • FERPA
  • Sexual Harrassment
  • Title IX
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• **Policies/Procedures** to Know:
• Family Educational Rights and Privacy Act (FERPA)
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• **Purpose?**

• **Privacy of student records** – defines who has right of access to records

• **Prohibits** disclosing educational records/personally identifiable information from student's records without student's consent.
What are "education records"?

Records, files, documents, other materials - information directly related to student/maintained by university in various forms - paper/electronic.
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- Specific Examples -
  - Grades
  - Assignments
  - Class Lists
  - Student Course Schedules
  - Disciplinary Records
  - Attendance
  - Student Financial Records...
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• What is “personally identifiable information”?  
• Could reveal identity/personal information of students - could allow someone track down identity of student.
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• Specific Examples:
  • Social security number (SSN)
  • Student ID
  • Street Address
  • Telephone numbers
  • E-mail address
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• What Does this Mean for GTA?
  • Protect Privacy of Students
  • Do Not Discuss Students *
  • Do Not E-mail Grades
  • Others...
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• When in Doubt – **Ask**! Much Easier to Go Back Than “Un”-Do an Action.
Another important law -

Title IX - protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

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KNOW YOUR IX
EMPOWERING STUDENTS TO STOP SEXUAL VIOLENCE
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• Specific Policy -
• UM System’s Policy: HR-510 Sexual Harassment ~
• ...”University intends that sexual harassment in the work place or the educational environment is unacceptable conduct...”
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• Relationships with **Students:**
  • Be **Friendly,** but **Maintain Boundaries**
  • Show You **Care** – Do **Not** Cross Line
  • Be **Respectful**
  • Be Aware of **Cultural** Differences
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• Social Media – Check Policies
• Communication ~ e-mail best
• After Hours?
• When in Doubt – ASK!

![Average time spent composing one e-mail](image-url)
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• Hostile Environment Sexual Harassment - sufficiently severe, persistent or pervasive conduct- subjectively/objectively offensive - alters conditions of education of reasonable person with same characteristics of victim of harassing conduct.
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• What Does This **Mean** for You?
  • Be **Aware**
  • Inform Yourself
  • Understand **Cultural** Differences
  • Intent is Irrelevant
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• Your Position Creates - **Imbalance of Power**
• Psychologists Propose - Consent **Not Possible** in this Relationship
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• Current Research – Williams, Gruenfeld, Guillory (2017) in Journal of Personality and Social Psychology “Sexual aggression when power is new: Effects of acute high power on chronically low-power individuals”
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Practical Suggestions:

• Do **NOT** initiate any type of romantic or sexual relationship with students

• Do **NOT** suggest – *even as joke* - requirements lessened or grade changed if spend time socially or romantically with person
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• Do NOT make remarks about students’ clothing, body, activities that could be construed as sexual. Even if you consider them to be in appreciation.
• Do NOT say as put-down
• Do NOT use terms of endearment
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• Do **NOT** make insulting sounds – (suggestive whistling...)

• Do **NOT** make intimidating, angry, loud, or insulting language where someone feels frightened (this is verbal violence)
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• Do **NOT** make any jokes about sex or gender
• Do **NOT** touch students inappropriately (attempted kissing, fondling, or assault)
• Do **NOT** make obscene gestures or expose your body to students
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• Do **NOT** display sexually explicit or sexually derogatory cartoons, photos, drawings, calendars, posters, T-shirts.

• Do **NOT** say, joke or imply women (any group) cannot learn material/run an instrument as quickly or as well as men (others).
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• Everyone is Protected from Harassment

• https://www.umsystem.edu/ums/rules/collected_rules/equal_employment_educational_opportunity/ch600/600.020_sex_discrimination_on_sexual_harassment_and_sexual_misconduct
Various laws also exist to **guard students** members of certain groups:

- **Protected Classes** - groups with common characteristic legally protected from discrimination on basis of that characteristic

Image showing various icons representing different protected classes such as Disability, Sexual Orientation, Race/Ethnicity, Age, Sex, Gender Identity, Color, Veterans Status, Genetic Information, Political Affiliation, National Origin, and Religion.
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Some examples:

• Race
• Color
• Religion
• National Origin
• Age (40 and over) ...
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Practical Advice –

• Know What Is **Expected** of You
• Work Closely with Your **Faculty/Supervisor**
• Experienced **GTA’s** (Department/Campus)
• Be **Prepared**
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• Seek **Support/Help** from other GA’s
• Know **Resources**
• Seek **Mentors**
• Ask for **Help**
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• Be Aware Additional **Time Demands – Dual Roles** - Student AND Graduate Assistant

• Each - own **unique** requirements

• **Time Management**!
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• Some **Time Management** Ideas:
  • Know **How** Spend Time
  • Use **Planning Tool/Prioritize**
  • Set Short/Long Term **Goals**
  • Schedule ** Appropriately/Realistically**
  • Learn to Say **NO/Delegate**
  • Do **NOT** Multitask
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- Take Care of **Self** - Important Investment
  - Get Enough **Rest**
  - **Eat** Well
  - **Exercise**
  - **Support** System
  - Time for **Self**
Conclusion –
• Be Informed
• Know Policies
• Take Care of Yourself
• Ask Questions
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• Questions...?