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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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• 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!
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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

![Zero Tolerance Policy on Sexual Harassment](image)
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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](https://www.umsystem.edu/ums/rules/collected_rules/equal_employment_educational_opportunity/ch600/600.020_sex_discrimination_on_sexual_harassment_and_sexual_misconduct)
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• 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
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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**
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Conclusion –

• Be Informed
• Know Policies
• Take Care of Yourself
• Ask Questions
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• Questions...?