

School of Business
Lumpkin College of Business and Applied Sciences
Graduate Assistant Guidelines

Purpose:

An assistantship should complement degree program by offering a practical apprenticeship experience in research, instructional support, or administrative activities. While this experience is valuable, a student who accepts an appointment as a graduate assistant does so with the understanding that the **principal objective** is to earn the degree. Graduate assistants may serve as a valuable resource for supporting the various functions of the University; however, assignments should not interfere with the student's reasonable progress toward the completion of the graduate degree.

Conduct:

As contractual employees of the State of Illinois, graduate assistants are protected by and held accountable for policies and regulations approved by federal and state agencies, Eastern Illinois University, and its governing board. In all their dealings, graduate assistants will be expected to display maturity, integrity, good judgment, ethical conduct, and professionalism.

Ethical Behavior

- All MBA students, particularly graduate assistants, are expected to act in an ethical manner. This includes downloading unauthorized information (e.g. software, movies, music, etc.) and software sharing. Pirating of software will not be tolerated. If any student is caught using or distributing pirated software, he/she will be in violation of the MBA Honor Code and will be reported to Judicial Affairs.
- The School of Business has licenses through the MSDN program for a few software packages that your work may require. You will have access to these packages, provided that you can document your need and provide a specific package name. Contact the MBA Office with these requests.
- The computers in the GA Office are shared by many graduate assistants. Do not access/download/bookmark inappropriate web sites or pop-up screens. Besides the fact that certain web sites might be offensive to others, they take up valuable space which causes the computers to run slowly and malfunction.

Conflict Resolution:

Graduate assistants having difficulties with the assignment of duties or other matters relating to their assistantship should try to resolve the conflict by discussing the problem with the following personnel in the following order:

1. The faculty member with whom the difficulty has arisen,
2. The MBA Coordinator,
3. Associate Chair of the School of Business,

4. Chair of the School of Business,
5. The Dean of the Lumpkin College of Business, and finally
6. The Dean of the Graduate School.

A graduate assistant is encouraged to move to the next level if a mutually satisfactory resolution has not been obtained.

Assignment of Duties:

All duties assigned to graduate assistants must be consistent with the mission and goal statement of School of Business and MBA Program. It is expected that duties will be assigned which will complement and enhance the academic program or educational goals of the student.

Within the Lumpkin College of Business and Applied Sciences, graduate assistants are expected to provide support for faculty research and teaching efforts. The faculty member is responsible for preparing the research design and directing the efforts of the graduate assistant. Appropriate activities include the gathering, tabulating, summarizing or outlining, and analyzing of data (both primary and secondary) according to the research design that the faculty member has developed.

The following should be carefully considered by the School of Business Chair, Associate Chair, and MBA Coordinator before determining assignments for graduate assistants:

- o If possible, graduate assistants should not be assigned to faculty with whom they are currently taking classes. However, this may become necessary if the student possesses special knowledge required for a specific task.
- o Graduate assistants should not be grading assignments that have potentially different answers unless the assistant possesses the expertise required to understand the differences. For example, the graduate assistant should not be grading accounting assignments that may use different depreciation methods without having these differences fully explained and having a complete understanding of them.
- o If a graduate assistant is assigned to a faculty member in whose class he/she is enrolled, that graduate assistant will not be involved in handling or managing any part of the class or the class materials.

Assignment Restrictions:

A graduate assistant's assignment shall **NOT** include:

- o incurring personal expenses (including travel) for assigned duties unless prior arrangements have been made for reimbursement;
- o assisting a faculty or staff member with non-university related activities;
- o performing duties not appropriate to assigned responsibilities or duties which conflict with her/his personal moral or ethical values;
- o working with confidential graduate student records, such as grades, examinations, and evaluation of graduate activities;
- o performing routine assignments (e.g. making copies, typing letters, etc.) on a regular basis that may be performed by student workers;

- working substantially more or less than the assigned hours in any single week; if you find that you are not given enough work to fill the assigned hours, it is your responsibility to try to resolve this with the faculty member; if the situation has not been resolved, you are expected to notify the Graduate Coordinator, so that you will be able to meet contract obligations;
- teaching classes without a faculty member present unless prior approval has been obtained from the School of Business Chair (with notification to the Dean), the Associate Chair, if the Chair is not available, or the Dean if the chairperson is making the request; [It is anticipated that GAs teaching classes will be a rare occasion and is to be exercised as a last resort after requesting colleagues to provide coverage. The person making the request shall provide a detailed outline of the topics to be covered and evidence why the designated GA is qualified to teach the class. In order to properly prepare to teach the class, the outline and instructions for the class session should be given to the GA two days prior to the class meeting.]
- writing a significant portion of a research paper without proper acknowledgment as a co-author. [Any other substantial work performed by the assistant should be appropriately acknowledged (such as a footnote).]

Usage of Work Area

Lumpkin Hall Room 4104/4108 has been designated as the School of Business Graduate Assistant Office to facilitate the School of Business GAs in the work they do for School of Business Faculty.

- This work area is assigned specifically to School of Business graduate assistants. No other students, graduate or undergraduate, are permitted to use the equipment or work spaces in Room 4104/4108.
- The work area is not to be used for student team meetings. Lumpkin Hall Conference Rooms can be scheduled to hold team meetings. Contact the secretary in the MBA Office (581-3028 or mba@eiu.edu) to schedule a conference room.
- It is expected that those who use this work area will act in a professional manner by keeping noise levels to a minimum and respecting others working in the office area.
- No eating or drinking is permitted in the computer area. Graduate assistants have limited access to the faculty lounge during the day and access to the vending machines. Graduate assistants have full access to the faculty lounge during evening hours unless otherwise scheduled. It is expected that those who use the lounge will keep it clean.

Access to Building/Office

- School of Business graduate assistants will have access to Lumpkin Hall and the GA Office (Room 4104/4108) 24/7. Keys to Lumpkin Hall and Room 4104/4108 can be obtained at Central Stores.
- Graduate assistants are required to return ALL University keys that were issued by Central Stores. Keys must be returned to Central Stores and the Key Clearance Sheet must be

submitted to the Graduate School Office when the GA's contract has been fulfilled; otherwise a hold will be placed on EIU records.

- Both doors to the GA Office should be locked when not in use.

Equipment Usage in the GA Office and Resource Rooms

- Equipment problems should be reported immediately to the secretary in the MBA Office (581-3028 or mba@eiu.edu).
- Lumpkin Computer Lab policies (www.eiu.edu/~lcoqlab/) govern the use of computers in the Graduate Assistant Office.
- In order to maintain the security of your EIU user accounts, it is imperative that you do not give your user name and/or password to anyone else. It is also critical that you do not log on for anyone else using your account name and password. Also, do not ask anyone to log on for you. Each GA has his/her own account and should be using it. It is a good idea to change your password every month. Each time you log on under your account name and password, everything you do can potentially be tracked—where you go on the internet, files you save on the desktop, etc. We have no reason to track this information—and we don't, as a routine practice—unless we feel that there has been a security breach of some kind. If you share your password, someone else has the potential to access the network under your name. Always remember to log off the computer when you are finished using it. This is for your own protection.
- When using the printers, do not re-use paper or force the paper tray(s) to shut, as these practices may damage the equipment.
- Use printers and copiers for work-related projects only, and use paper sparingly.
- Use the fax machine for work-related projects only; no personal faxing is allowed.
- The phone is available for your use; however, it can be used only for local calls (Charleston and campus). The phone number is 581-6322.

Violations

- Violations of the policies governing the use of the Graduate Assistant Office, LH 4104/4108, may result in the graduate assistant losing the privilege of having access to this work area or losing the graduate assistant position (including stipend and tuition waiver).

Adopted by LCOB Graduate Committee 4/28/93
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