

**Handbook for Graduate Students and Graduate Teaching Assistants in
Anthropology**

**Department of Sociology, Anthropology and Social Work
Texas Tech University**

Updated 10-10-2022

Fall 2022 – Spring 2023

Preface

This handbook is designed as a resource for graduate students and teaching assistants in the Department of Sociology, Anthropology, and Social Work. It is updated annually, or more frequently if necessary, so be sure you are using the most recent version. Please report any broken URL links in the document to the Graduate Advisor. The graduate school frequently updates their webpages, and it can be difficult to keep up with the changes sometimes.

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Welcome and Program Information

Welcome from the Graduate Advisor

On behalf of the faculty and students in the Anthropology program, welcome to Texas Tech University! You have embarked on an important step in life, pursuing an advanced degree in the field of Anthropology. We are all here to support you on this step, which can be challenging and, at times, can feel overwhelming. Ultimately, we hope the program will be rewarding both personally and professionally.

Departmental Leadership and Staff

Anthropology is one of the three programs housed in the Department of Sociology, Anthropology, and Social Work (SASW), which is one of over a dozen departments in the College of Arts and Sciences. As of October 2022, the Interim Chair of SASW is Dr. Arthur Durband (arthur.durband@ttu.edu), a biological anthropologist, and the graduate advisor for Anthropology is Dr. Brett A. Houk (brett.houk@ttu.edu), an archaeologist. The day-to-day operations of the graduate program are under the direction of the Graduate Advisor, Dr. Houk, and students should contact him directly with questions once they are enrolled in the graduate program. You will also deal frequently with the staff of the department, who all have offices on the first floor in the southeast corner of Holden Hall. The main department office is HH 158.

Athena Baumann (athena.baumann@ttu.edu) is the Unit Coordinator for SASW. She can assist you with key requests, employment paperwork (including Work Study), and university travel.

Jasmin Lopez (jasmin.b.lopez@ttu.edu) is the Administrative Assistant for Social Work. She can help you, though, with departmental matters if Athena is out of the office.

Adrienne Scales (adrienne.scales@ttu.edu) is the Senior Academic Advisor for Social Work and Anthropology. While Adrienne is the undergraduate advisor for Anthropology, she can help with course permits for graduate students.

Program Objectives

The graduate degree program in anthropology is a Master's level program that is designed to provide broad training for students who wish to enter a Ph.D. program, prepare for undergraduate or community college teaching, or pursue a non-teaching career for which MA-level training in anthropology is appropriate and useful. The program emphasizes formal and hands-on training in basic theory and methods. The department follows a three-field approach to anthropology at the graduate level, meaning all students take a "core" class in each subfield (ethnology, biological anthropology, and archaeology), but can then specialize in their area of interest by taking elective courses, taking directed research courses (ANTH 7000) and conducting thesis research. The program also offers a non-thesis track.

Graduate Student Responsibilities

Many new graduate students are shocked at the differences between being an undergraduate and a graduate student. Graduate study demands advanced intellectual ability and the capacity for independent thought and investigation. Some students struggle with the transition and find taking responsibility for their own research and education to be a daunting task. The successful graduate student will, therefore, be characterized by maturity of intellect and character, and will be one whose approach to learning is distinguished by a spirit of inquiry and the desire to increase human knowledge. The successful graduate student will be an individual who can assume responsibility for their direction of study and research and for the ultimate success of their degree program. A graduate student should:

- Be familiar with all University, Graduate School, College, and policies and procedures.
- Be familiar with Departmental or Program policies and procedures, especially those that directly affect the student's degree plan and course of study.
- Make a committed and dedicated effort to gain the background knowledge and skills needed to pursue the research or creative project successfully.
- Develop, in conjunction with the Faculty/Thesis Advisor, a plan and timetable for completion of all stages of the degree program, and to work studiously to adhere to a schedule and to meet appropriate deadlines.
- Be thoughtful and reasonably frugal in using resources provided by the Department and by the University.
- Regularly and frequently meet with and consult with the Faculty/Thesis Advisor on all matters of concern and importance to the student and the student's degree plan and progress.
- With the advice of the Faculty/Thesis Advisor, choose a Thesis Committee to guide the student through their degree program and research or creative activity requirements.
- Recognize that the Faculty/Thesis Advisor and Thesis Committee members may have other teaching, research, and service obligations which may preclude immediate responses.
- Be aware of all deadlines and other matters related to completing all degree requirements.
- Pay due attention to the need to maintain a workplace which is tidy, safe, and healthy and where each individual shows tolerance and respect for the rights of others.
- Conform to professional standards of honesty to ensure academic integrity and professionalism and acknowledge assistance, materials, etc., provided by others.
- Terminate the work and clean up the workspace to leave the place to another student when program requirements have been met.
- Return borrowed materials to the Faculty/Thesis Advisor, any Thesis Committee member, academic unit, library, or other resource when the academic work has been concluded.

The Role of the Graduate Advisor

The Graduate Advisor for the anthropology program is a member of the Department of SASW faculty who oversees your orientation as a newly enrolled graduate student and your progress as you advance through your degree program.

The Graduate Advisor:

- 1) Signs your paperwork while you are enrolled in the MA program.
- 2) Notifies you of your progress in meeting the degree requirements.
- 3) Assists you in requesting to have graduate courses transferred for credit at Texas Tech.
- 4) Oversees the awarding of teaching assistantships as directed by the Chair of the Department.
- 5) Oversees the assignment of teaching assistants to faculty members.
- 6) Develops the graduate course schedule for each academic year.

The Role of Faculty/Thesis Advisor

While the Graduate Advisor will help you to decide what courses you should enroll in during your first year of graduate studies, your faculty thesis advisor who agrees to work with you, beginning during the application procedure, will play a major role in such decisions as you progress in your studies. Your faculty advisor will likely be the individual that you select to direct your thesis research. The Graduate Advisor can act as an intermediary between you and the departmental faculty and as an intermediary between you and the Graduate School, in cases where you need such an intermediary. It is important to emphasize that your faculty advisor will become your principal advisor/mentor once you take the important step of determining a thesis project.

If you consider changing your principal faculty advisor/thesis advisor, you should first meet with the Graduate Advisor. Since changing advisors can be complicated for a number of reasons, the Graduate Advisor will assist you in this process.

Academic Requirements, Policies, and Procedures

Work Study

Any domestic student seeking support as a graduate Teaching Assistant MUST apply for support through the Federal Work Study program prior to the start of their appointment. Ms. Athena Baumann <athena.baumann@ttu.edu>, Unit Coordinator for the department, can assist you with the application process. It is important to note that students who do not apply for Work-Study will **NOT BE ELIGIBLE** for support as a departmental teaching assistant. Note that international students are not eligible for Work Study and do not have to apply. **International students are not eligible for Work Study and do not need to apply.**

Finally, you should not accept any loan offers until AFTER your Work-Study eligibility has been determined by Financial Aid. Accepting such loans makes you ineligible for Work Study, which could impact your appointment as a Part-Time Teaching Assistant in the department. If you have concerns or questions about this process and its requirements, please contact the Graduate Advisor directly.

Emergency Payment Plan

Because you will be responsible for paying your tuition and fees before your first Teaching Assistantship paycheck, you may wish to enroll in the Emergency Payment Plan, which is basically a short-term loan. It will cost \$25 to do this, but it will cover your payments until you receive your first check on October 1.

Please read about the plan here:

<https://www.depts.ttu.edu/studentbusinessservices/payingBill/payOps.php>

For instructions on how to sign up, please see this link:

<https://www.depts.ttu.edu/studentbusinessservices/FormRepository/How-to-Enroll-in-a-Payment-Plan.pdf>

Enrollment Requirements for Financial Aid

To be considered for all federal, state, and institutional need-based and non-need based financial aid, students must complete the Free Application for Federal Student Aid, FAFSA (www.fafsa.ed.gov). Students will be notified via email to complete Enrollment Certification on Raiderlink.

To be eligible for financial aid as a graduate student, you must enroll in at least 4 graduate hours during the fall or spring semester and at least three hours in the summer session. **To be eligible for support as a part-time graduate teaching assistant or a research assistant, a student must be enrolled full-time during the semester of employment, for a total of 9 graduate hours.**

Procedures for Master's Degree

Enrolling in Courses

The university opens registration in the semester prior to courses beginning on a regular basis. Students are encouraged to meet with their thesis advisor and/or the Graduate Advisor prior to selecting the courses for the upcoming semester to ensure that they are making adequate progress towards completion of the degree requirements. For more information about how to enroll in courses, [see this link](#).

Course Requirements

The anthropology curriculum requires 9 hours of core courses in the following three subfields: archaeology, biological anthropology, and ethnology. Students are required to take ANTH 5305 (ethnology core), ANTH 5341 (archaeology core), and ANTH 5312 (biological anthropology core). Thirty-six total hours of graduate credit are required, including 21 hours of elective courses. The elective courses may include a 6-hour minor or courses outside of anthropology. Students, in consultation with the Graduate Advisor, will also elect the thesis or non-thesis option for 6 hours of graduate credit. A grade of B or better is required to receive graduate credit for a course. Coursework is planned in consultation with the Graduate Advisor and thesis advisor soon after admission to the graduate program.

Course Rotation

The graduate core courses are offered on a set rotation over a two-year period as follows:

Odd year, spring semester	ANTH 5341 (Method and Theory in Archaeology)
Odd year, fall semester	ANTH 5312 (Human Diversity)
Even year, spring semester	ANTH 5305 (Method and Theory in Cultural Anth)

Enrolling in an Independent Study Course (ANTH 7000)

In some cases, a student may want to enroll in a special, focused course under the direction of a faculty member—on a one-on-one basis. These independent study courses (listed as ANTH 7000 in the Course Catalog) allow students to pursue special topics in more depth and also allow them to work closely with an anthropology faculty member. You will need to talk to the faculty member that you want to work with, and she/he will work with you to determine a curriculum of study and develop a syllabus for the course. The faculty member will contact Ms. Scales in the Department, and she will issue you a permit to enroll in that faculty member's section of ANTH 7000.

Thesis or Non-Thesis?

Students in the anthropology program are strongly encouraged to write a thesis, particularly if they plan to continue their studies in a doctoral program.

Thesis Option

Students choosing this option are required to take 30 hours of coursework (including 12 core hours and 18 elective hours) plus 6 hours of thesis credit. The thesis is based on original research done in consultation with the thesis advisor. Students must submit a thesis prospectus prior to initiating their research and must defend the completed thesis to the department before the thesis may be submitted to the Graduate School.

What is a Thesis?: A thesis is basically a long research paper. Completing a thesis demonstrates your ability to conceptualize a research problem, place that work in the larger field of study, devise methods to investigate the problem, collect data, analyze that data, and reach a conclusion. It sounds like a lot—and it is—but it won't be your life's work. It is just a thesis. It won't be perfect. The goal is do good research and complete the thesis on time. If you can dodge a wrench, you can dodge a ball. In other words, writing a thesis demonstrates to PhD programs and employers that you can conduct and complete independent research.

Fall of First Year: This semester, while you get used to the rigors and routines of graduate school, you and your advisor should be talking about what your thesis project will be. By the end of the semester, you should have a topic and you should have a preliminary idea of your thesis committee. Your committee must have at least two faculty from Anthropology on it. You may have outside members, but I would not have more than three total people on your committee. You should work with your advisor to figure out whom to invite to serve on your committee.

After the semester is complete, you will need to send the Graduate Advisor a [Masters Degree Plan Form](#). On this form, you will list your thesis title—do not worry, that can change and usually does—and your committee. That can also change later, if needed. You will also list all the classes you took this semester AND all the classes you think you will take before you graduate. That part usually changes a lot.

Remember, you must take ANTH 5305, ANTH 5312, and ANTH 5341, so you will list all of those on the form. You will also list 6 hours of ANTH 6000 (thesis). The rest of your courses are electives, and six hours can be outside of Anthropology. The total courses should add up to at least 36 hours.

Spring of First Year: Assuming that you will use the summer for your thesis data collection, you need to have your prospectus completed by the end of the spring semester. The best place to start, after you have a topic, is to ask your advisor for an example or two of prospectuses he or she likes. Use those as a template to organize your prospectus. Your prospectus, if you write it well, can become the start of one or more chapters in your thesis. It should describe your research question and explain the methods you will use to investigate the question.

Summer of First Year: Collect your thesis data! Do what you said you were going to do in your prospectus.

Fall of Second Year: No one ever listens to the Graduate Advisor, but you really need to spend most of the fall semester writing your thesis. You should plan on taking 3 hours of ANTH 6000 in the fall, if possible, to give you some time to work on it. Everyone thinks they will write the whole thing over Christmas break and everyone is always wrong.

Once you start taking ANTH 6000, you have to take three hours in each regular semester and at least one hour each summer until all degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons. The exception to this rule is that if you successfully defend your thesis before the last day of class in one semester, you may enroll in only one hour of ANTH 6000 the following semester and graduate that semester, provided you submit your thesis by the deadline.

When you start working on your thesis, use the [university templates](#). If you have the formatting done correctly from the start, your life will be 100 times easier when it comes time to submit your thesis.

Sage advice is to set aside time each week to work on writing, and, when you get writer's block, do something else that moves the ball down the field. Format tables, work on your references cited, work on figures... anything that is productive and needs to be done at some point. Talk with your advisor to see if he or she wants to see draft chapters along the way. Most people do.

Spring of Second Year: Dr. Houk tells his students that, if they want to graduate in the spring, he needs a complete first draft of their thesis by the first day of class. A complete draft means everything... title page, table of contents, text, references, tables, illustrations (i.e., everything). Writing the thesis is only a part of the process. Once you submit a draft, your advisor will rip it apart, to one degree or another, and return it to you for revisions. Once you submit the revised version, your advisor will send it to the committee members to see for the first time. They may rip it apart. You will likely submit three drafts before you defend.

If your advisor thinks you are going to be able to finish everything by the deadline, you will need to file an intent to graduate within the first three weeks of the semester.

If your advisor thinks you are ready to defend your thesis, you will need to post a defense notification at least two weeks before your defense. Your advisor can help with this. The deadline to defend is usually one week after Spring Break. What is a defense? The best way to find out is to attend one of your fellow students' defenses! In your defense, you present a short summary of your thesis project to an audience of your committee, other faculty, students, and any randos who want to show up. Your committee then gets to ask you questions and probe your knowledge on your work. It can be intense, and there are often changes to the thesis after the defense.

After you defend, your committee will submit a form saying you passed the defense (or not).

You will have about one week after the last day to defend to submit your final thesis to the graduate (so about the end of March or the first week of April).

Summer Defenses and Graduations: While the graduate school allows people to graduate in the summer, we discourage students from doing this. Faculty are not on-duty in the summer; nor are they paid in the summer. Check with your Thesis Advisor before scheduling a defense in the summer. Your Thesis Advisor and/or your Thesis Committee members may not be available in the summer and are not obligated to attend a defense, participate in Comprehensive Exams, or read a thesis draft during the summer.

Non-Thesis Option

Students choosing the non-thesis option are required to take 36 hours of coursework (including 9 core hours, 21 elective hours in Anthropology) and 6 additional hours of electives, which may be a minor. In addition to the coursework requirement, students must choose a three-person committee (two of these faculty must be in the anthropology program) to administer a three-day exit examination in their final semester.

The detailed guidelines for the non-thesis option are as follows:

1. Take core courses as with the thesis option:
 - 5312
 - 5305
 - 5341
2. Take a minimum of 27 hours of coursework beyond the 9 core hours, 6 hours of which can be a minor.
 - a. Up to 3 hours of ANTH 6000 Thesis hours can be converted to ANTH 7000 Research hours to fulfill these non-core credit hours.
 - b. [Per Graduate School rules](#), no more than 6 hours of ANTH 7000 Research hours may be applied toward the degree.
3. All graduate coursework must receive a grade of B or better to count towards the MA degree.
4. **Forming an Exam Committee:** Sometime before their last semester students will choose a three-person examination committee to administer a three-day exit exam. The student should invite faculty with whom they have had at least one class—more is preferable. Please note that faculty may decline a request to serve on a committee.
 - a. At least two of these faculty members must be current Anthropology faculty, one of which will be designated the committee chair.
 - b. The third committee member can be any faculty member at Texas Tech or elsewhere that is deemed acceptable by the committee chair.

5. **Scheduling the Exam:**
 - a. Students may not take the non-thesis exam prior to their final semester, defined as the semester they will complete the required hours and courses described above.
 - b. The [application to graduate](#) is mandatory for all students intending to graduate. Failure to apply by the given semester's deadline will result in extending your graduation to the next term.
 - c. Students wishing to graduate at the end of that semester must complete all components of the exam prior to the Graduate School's posted deadline for that semester.
 - d. With the approval of the committee, students may complete all components of the exam by the last day of class in a given semester to graduate the next semester.
6. The exit exam will be arranged so that each committee member designs one day of questions. The number and scope of these questions is at the discretion of the committee member through consultation with the committee chair.
 - a. The student will discuss the exam format and question areas with each committee member and will choose reading lists for each area in consultation with each committee member.
 - b. Each individual committee member can decide which outside materials (including internet access during an exam) will be allowed into the testing room.
7. Upon a satisfactory completion of the written portion of the exam, as decided by the three committee members in consultation with the chair, an oral defense/discussion of the exam areas will be undertaken no later than 14 days after the completion of the written exam.
8. The committee chair should complete and submit the Report on Comprehensive Evaluation to the graduate advisor following the exam. The graduate advisor will upload the report to the graduate school.
9. Once a student has successfully completed the 36 hours of coursework and passed all three written exam areas and the oral defense they will receive the MA degree (non-thesis).
 - a. At the discretion of the chair, a student that did not perform satisfactorily on one of the three written exam areas could be given the option to re-do that portion of the test.
 - b. If a student does not pass all three written exam areas and the oral defense, they may request to repeat the exam after an interval of at least four months, per graduate school requirements as listed in the university catalog (<https://catalog.ttu.edu/content.php?catoid=2&navoid=188#master-s-program>).

- c. If a student fails to pass any portion of the exam on their second attempt, they will be released from the graduate program without a degree.

Master's Degree Plan and Admission to Candidacy

After admission to a degree program, every applicant for the Master's degree is required to complete and submit one copy of the ***Master's Degree Plan and Admission to Candidacy*** form to the Graduate School for approval before the end of the **second semester** of enrollment in the program. The link to the form is < <https://www.depts.ttu.edu/gradschool/academic/forms/2021-2022/mdpf1121.pdf>>

Each student should consult with his/her faculty advisor about future coursework prior to completing the form. Please follow the instructions on the form and submit your form to the Graduate Advisor, who will review, sign, and submit the form directly to the Graduate School on your behalf.

Maintaining your Status and Continuous Enrollment Policy

Students who have been granted admission to the Graduate School are expected to register for coursework whether or not they contemplate degree work. If students fail to register in the term for which admission is granted or if they have not maintained continuous enrollment once they have begun their graduate program, they will be required to reapply for admission. Once a student begins taking ANTH 6000 (thesis), he/she must continue to take ANTH 6000 each semester, including the summer, until graduating.

If the Graduate School places a student on academic probation, he or she is not eligible to be Teaching Assistants within the department. Once a student comes off probation, he or she may re-apply for a Teaching Assistantship.

Leave of Absence

Any student who fails to register during a fall or spring semester and who does not have an official leave of absence from study is subject to review for readmission by the standards in effect at the time of reconsideration. Official leave of absence, which is granted by the dean of the Graduate School upon departmental recommendation, may be requested only in case of serious medical conditions and other exceptional reasons. Normally, leaves of absence will not exceed one year. Leaves of absence do not extend the maximum time allowed for completion of the degree. Request for leaves of absence must be sent to and approved by the associate dean for student affairs and by the student's faculty advisor prior to their leaving the university.

Checklist for the Master's Degree in Anthropology

✓	Action	Initiated By	Submitted To	When?
	Apply for Work Study (Domestic students only)	Student	Athena Baumann	After accepting TTU offer for Fall first semester and again in spring of first year for Summer and Fall of second year. Do this BEFORE accepting any loans
	Plan courses for degree	Graduate Advisor and Committee Chair		Prior to registration
	Attend New Graduate Student Orientation	Student		One or two days prior to "on duty" date
	Attend New Teaching Assistant Workshop	Student		One or two days prior to "on duty" date
	Set up thesis advisory committee and title, if applicable	Committee Chair	Graduate Advisor	Prior to filing "Program for the Master's Degree and Admission to Candidacy" form
	File " Masters Degree Plan " form	Graduate Advisor	Graduate School Enrollment Management	After first semester of master's coursework, no later than the posted deadline
	Write Prospectus (student coordinates with committee chair to prepare prospectus; 2 nd draft to full committee; final draft to Committee Chair and Graduate Advisor)	Student	Committee Chair	By end of second semester
	File changes in degree program, as necessary	Graduate Advisor	Graduate School Enrollment Management	As needed

✓	Action	Initiated By	Submitted To	When?
	Submit first draft of thesis (this should be a full draft); student and committee chair establish schedule for revisions	Student	Committee Chair	By first day of semester of graduation
	Enroll in semester of graduation (at least 3 hours of thesis, if defending thesis)	Student	Registrar	Semester of graduation
	Apply to Graduate using this link	Student	Graduate School Enrollment Management	Semester of graduation (one must be filed for each intended graduation semester)
	Schedule final comprehensive examination and/or defense. Send email to the Thesis Coordinator indicating the time and date of the defense.	Student	Committee Chair	Semester of graduation (usually about 6 weeks before graduation)
	File " Master's and Doctoral Defense Notification Form "	Thesis Advisor	Graduate Advisor	At least 3 weeks before defense
	After the exam, the advisor sends Comprehensive Exam Report to Enrollment Management	Graduate Advisor (non-thesis option)	Graduate School Enrollment Management	By posted deadline
	After defense, obtain committee signatures on the Oral Exam and Thesis-Dissertation Approval Form and submit to Graduate School	Student (thesis option)	Graduate School Enrollment Management	Upon completion of the oral exam and/or defense and prior to deadline during semester of graduation
	After defense, obtain committee signatures on the Oral Exam and Thesis-Dissertation Approval Form and submit to Graduate School	Student (thesis option)	Graduate School Enrollment Management	Upon completion of the oral exam and/or defense and prior to deadline during semester of graduation

✓	Action	Initiated By	Submitted To	When?
	After defense and after final thesis is submitted to the Thesis Committee, obtain signatures on Thesis/Dissertation Document Approval Form and submit to Graduate School	Thesis Advisor	Graduate School Enrollment Management	After student has submitted final revisions on thesis to Thesis Committee
	Pay Thesis-Dissertation fee, if applicable	Student (thesis option)	Student Business Services	Prior to deadline during semester of graduation
	After incorporating committee changes, submit .pdf file of thesis to the ETD site for official review	Student (thesis option)	Graduate School Thesis Coordinator	Semester of graduation (usually 5 weeks before graduation date)
	Final grade for thesis hours (A or B) Grade will be "CR" until final semester	Thesis Advisor	Registrar; final grade roll	End of semester
	Submit official .pdf of thesis to ETD web site	Student	Graduate School Thesis Coordinator	Prior to deadline

Being a Teaching Assistant

The department attempts to support as many graduate students as possible during their graduate careers, but the department has a limited number of teaching assistant positions available. Each year, the Anthropology faculty select students to be appointed as part-time teaching assistants—with the appointments being renewable for a maximum of two years (4 long semesters). In some instances, there is support for summer teaching assistant appointments, which do not count toward the two-year maximum.

If you are awarded a teaching assistantship, the Graduate Advisor will assign you to a specific faculty member and her/his courses. You will work closely with your assigned faculty member, performing duties as assigned, including grading. The normal number of working hours per week for a part-time teaching assistant is 20. Three of those hours will be dedicated to office hours that you will hold each week. *Each TA is responsible for setting her/his own weekly office hours, notifying the Graduate Advisor and the relevant faculty member, and posting the hours outside of her/his office.* Depending on your assignment, you may be in charge of running a laboratory section or you might be attending the faculty member's class on a regular basis. You may be asked to 'guest lecture' on a topic. Each faculty member determines the level of involvement of the teaching assistants for her/his courses.

As part of the instructional faculty of the department, teaching assistants are expected to be "on duty" in accordance with the schedule established for regular full-time and part-time faculty. New teaching assistants are required to attend the New Graduate Student Orientation hosted by the Graduate School. This orientation is typically a day or two before the official "on duty" date. For the academic year 2021-2022 these dates and other valuable information can be found at <https://www.depts.ttu.edu/officialpublications/calendar/>.

The full accounting of duties, responsibilities and benefits for Graduate Teaching Assistants can be found in **OP 64.03: Graduate Students Employed as Teaching Assistants and Graduate Part-time Instructors** <<https://www.depts.ttu.edu/opmanual/OP64.03.pdf>>. As with any position at the university, unsatisfactory job performance can lead to termination.

Other Information

Graduate Travel Support

The department has limited funding to support graduate student travel needs, such as those associated with conference presentations or thesis research. Additionally, the Graduate School offers partial support of such student needs. Early in each semester the Graduate Advisor will put out a request via email for anticipated travel funding needs to each graduate student. Once the Department Chair determines the amount of funding available, decisions will be announced regarding each funding request. After that, you may apply to the Graduate School for additional support based on the department support provided. The web address with more information about the Graduate School's process and its requirements is <<https://www.depts.ttu.edu/gradschool/financial/travel.php>>

Transfer of Graduate Credits from Other Institutions

If you have earned credit for graduate courses at other institutions that are equivalent to ones offered in our department, then you may petition to have these courses included in your degree program. Please consult with the Graduate Advisor early in your program to develop a degree plan that will account for any course transfers.

Degree Program Forms

The following site hosts forms for graduate students, including the required Intent to Graduate form: <http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>