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**COMPUTER SCIENCE DEPARTMENT**  
**GTA GUIDELINES**  
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## Updated Spring 2025

### General Information & Welcome

Welcome to the Department of Computer Science! This handout provides information to help you become familiar with our procedures and requirements. As a GTA you have one of the most demanding positions in the Department. The Department is extremely grateful for your help. If you have questions, please feel free to ask.

### Department Office Procedures

#### Department Keys/RFID access

Keys are issued only to Department faculty and staff employees. You will not be issued a key for your workspace/room. Access to your workspace/room will be through an RFID swipe (either with your KSU id card or a RFID card issued to you from the department). Never prop open a door that is accessed with an RFID swipe. Please go to the CS office in 2184 to get your KSU id activated to use the doors or to get an RFID card. You will be required to review and agree to the guidelines for RFID access. You are responsible for your RFID access. **If guidelines are not followed, you may lose that privilege. Do not loan your RFID card or KSU id to fellow GTAs, students, staff, etc.** The access associated with your RFID is for your use only.

#### Locking Office Doors

All Department offices are locked after 5:00pm on weekdays and 24 hours on weekends. There is RFID access to the building after hours through the loading dock entrance on the southwest side of the building. If you work after hours, you are responsible for locking any doors that you unlock and keeping RFID access doors closed at all times.

#### Building Safety

Crime statistics compiled annually by the K-State Office of Student Life show K-State is among the safest universities in the Big 12. One of the most important factors in continuing to make KSU a safe campus is awareness. We ask that our students, faculty and staff look out for themselves and each other.

Engineering Hall is accessible through RFID swipe after hours. While this has several obvious benefits, it is not without risks. Please keep in mind that because Engineering Hall does allow for 24-hour building access through the RFID swipe, making it open for student, faculty, and staff use, there is the potential for *anyone* to enter at any point in time. The building is only patrolled at random by the KSU police or a member of the security team. Therefore, it is important when in the building after hours to exercise extra safety precautions. We want everyone to work safely. Please be mindful of this when working in the building after hours.

#### Workplace Injury and Accidents

Workplace safety is a goal for which we must continually strive. Every worker is entitled to a safe workplace. If at any time you are injured on duty, *you are required to report the accident to your supervisor and the personnel specialist immediately* (in emergency or life-threatening situations seek emergency medical care first). If the injury results in the spillage of any materials that may carry blood borne pathogens, notify the personnel specialist or custodial crew immediately. Do NOT attempt to

clean-up yourself. The university has people specially trained in the clean-up and disposal of potentially infectious material.

### **Copy Machine Use**

The copy machine is available for departmental business only. It is located in 2184B. Access to this room will be available Monday through Friday 8am to 5 pm only. If needed, you can be given a copy code to use the copy machine so that you may make copies of class handouts. The copy machine is not to be used for personal copies such as thesis reports. If you need a copy code, please email [help@cs.ksu.edu](mailto:help@cs.ksu.edu) to request a code.

### **Office Equipment/Supplies**

The department has office equipment available for your use: stapler, 2-hole-punch, 3-hole-punch, paper cutter, scotch tape, etc. These items are not to be removed from 2184B. Office supplies are strictly for department use only! Budget for supplies is limited, so please use these items with restraint. If you need supplies, please check with the front-office staff.

Generally, all the software you need is available on the various systems in the labs. If your need to check out a specific item, see Seth Galitzer in 2217 or email [help@cs.ksu.edu](mailto:help@cs.ksu.edu) .

### **Campus Mail**

Campus mail and off-campus mail is delivered once daily in the afternoon. Mail drop-off trays are located in the front office. As a GTA you will have a mailbox assigned to you in 1118. Please do not have personal mail sent to the department address, in accordance with PPM Chapter 7825. The primary duty of mail services on campus is to deliver University business related mail.

### **Telephone Use**

Telephone use is strictly controlled. Only a few phones have off-campus capability. Check with Theresa Hogenkamp if you feel you have a valid reason to make a long distance call at the department's expense.

### **Office Space**

If you are assigned an office in the Department, please know you are responsible for keeping your work area clean and neat. Food should be stored in containers and disposed of in the trash receptacles. Open food containers can attract unwanted rodents and pests. If you are assigned a workspace in a lab, the faculty member in charge of that lab may have additional expectations and those must be followed as well.

### **Department Refrigerator, Microwave**

There is a community refrigerator and microwave available for your use in 2159. Room 2159 will be open Monday through Friday, 8am to 5pm only. If you use these appliances, you are expected to help keep them clean. All food placed in the refrigerator must be labeled or it will be disposed of during weekly cleaning. Remove items that belong to you before they spoil. Do not place soda in the freezer. Do not eat other people's food.

### **Parking Permits**

GTA's working 0.4 time or more may purchase Faculty/Staff permits. You will need to pick up a copy of your appointment papers from Theresa Hogenkamp *before* going to Parking Services to apply for the permit.

### Room Reservations

If you need to reserve a Department classroom or conference room for a special purpose (e.g. review session, class meeting, student organization, etc.) please see the front office for scheduling. If the classroom/conference room will be used after regular office/class hours, you must make a reservation with the university's facilities department. Please see the Administrative Assistant in 2184 for details.

### Checking-Out of Department

When you leave the Department, you will be required to arrange a time to check-out with the front office and complete and sign a check-out form. This involves returning your keys, software, or other department property. If you have an office within the Department, you are expected to clean your space and remove all personal items before departing. Please notify the front office when you have completed all check-out procedures. You will also want to make sure you have updated your forwarding address in HRIS/Employee Self Service so your W-2 will be delivered to you after you depart. Failure to return department property (including keys) will result in a hold being placed on your records.

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### Health Insurance

Eligibility for the GRA/GTA/GA insurance is determined at the beginning of each semester. For each of the fall and spring semesters, your appointment as GTA/GRA/GA must equal 0.5 full-time equivalent (FTE), (or any combination equal to .5) for a minimum of eight consecutive workweeks during that semester. For a summer session, the student must be appointed as a 0.5 GTA/GRA/GA (or any combination of the three to equal 0.5) for a minimum of four consecutive workweeks from June 1 through July 31. 0.5 FTE is considered part-time, or 20 hours per week (1.0 FTE = 40 hours per week). These guidelines include international students. Most GTAs are on .50 FTE appointments, but there are exceptions. If you have any questions regarding your FTE or eligibility for GTA/GRA health insurance please contact Theresa Hogenkamp.

***Enrollment is on-line only. Do not bring applications or money to Edwards Hall or to Engineering Hall.***

SEMESTER	OPEN ENROLLMENT PERIOD	COVERAGE DATES	Student Cost 2024-2025
Fall	August 1 - 31	August 1 - December 31	\$294.88
Spring	January 1 - 31	January 1 - May 31	\$294.88
Summer	June 1 - 30	June 1 - July 31	\$118

United Healthcare Insurance Company

Full information is available at <https://www.uhcsr.com/school-page>.

### TO ENROLL:

Go to <https://requestcoverage.uhcsr.com/College/Enrollment.aspx> and select the link directly below the GRA/GTR/GA Enrollment Instructions. The website can also be used to access information on supplemental policies for Dental and Vision insurance (enrollment in Fall only), Continuation Insurance, and complete Policy Brochure.

- Complete an online enrollment form thru UHCSR
- Human Capital Services (HCS) will verify that you meet all eligibility requirements and approve your coverage with UHCSR.
- NOTE: This process may take as long as 2-4 weeks to complete, depending on when appointment papers are received by HCS from the department. Papers are processed into the HCS

database in the order received. If any documents are missing or incorrect, the process may be delayed. WE ASK THAT YOU PLEASE HAVE PATIENCE.

- Once approval is given in the UHCSR system, you will receive an email from UHCSR with payment instructions on how to make payment. This email is sent to the address you included on your application. Be sure to check your SPAM and Junk folders.
- If you do not receive the email by the end of January, contact Human Capital Services at [hr@ksu.edu](mailto:hr@ksu.edu) to check on your status.

Dental and Vision insurance are **optional** and enrollment is completed separately and directly with United Health Care. Dental and Vision insurance coverage costs are in addition to Health Insurance. Enrollment in **Dental and Vision coverage may only be completed in the Fall semester by the August 31 deadline.** Enrollment for Dental and Vision is not available in the Spring or Summer semesters. Complete information on dental and vision coverage is available at the website above in the groupings that end in a “-3 and -4.”

**Questions About Health Insurance or Enrollment Process?** If you have questions regarding:

**1. Not receiving an email from United Health Care (UHC) to pay for the insurance:** Several processes must take place before you receive an email from UHC requesting payment. The last step is verification of your appointment as a GTA/GRA/GA. Speak with Theresa Hogenkamp to ensure your paperwork (appointment and supporting documents) has been **submitted to Human Capital Services** (not just completed or sent to the Dean’s office) If it has been sent to HCS, your status will be verified as soon as possible. Questions on paperwork and appointments should be directed to Theresa Hogenkamp who can check with Human Capital Services payroll (785-532-6277) to check status of appointment papers. *Note:* If you have not received a social security card, your appointment papers cannot be submitted.

**2. If you called UHC and they stated they are waiting for verification from your university.** Before sending the payment email, see Theresa Hogenkamp to check on your appointment papers. See above.

**3. Coverage specifics or claims?** See UHC brochure or call UHC customer service. Customer Service: 1-800-767-0700 or complete an electronic request at <https://www.uhcsr.com/Feedback.aspx>  
**Not on this list of questions?** Contact HCS via email [Benefits@ksu.edu](mailto:Benefits@ksu.edu), not by phone. Please include your Wildcat ID number.

**Enrollment after the end of open enrollment:** A GTA/GRA/GA may elect health insurance coverage at any time after the open enrollment period ends by completing the on-line enrollment process. If eligibility requirements are met, coverage will be effective the date the enrollment is received by UHCSR. **Please Note: Full premium is still required.**

***\*Health Insurance Information for International Students\****

Health insurance coverage is mandatory for all international students enrolled at Kansas State University, regardless of course load.

**International Students:** International graduate students who enroll and pay for the GTA/GRA/GA health insurance plan will have the fee removed by International Student and Scholar Services from your tuition account **as soon as possible**. All questions related to fee removal from your student account must be directed to [ininsure@ksu.edu](mailto:ininsure@ksu.edu).

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### **Tuition Waivers**

Graduate students appointed as a GTA are eligible for a tuition waiver. Graduate students appointed on a full-time GTA appointment (0.5 FTE) receive a tuition waiver for a maximum of 10 hours in the fall and spring terms and 6 hours in the summer term. Graduate students holding a 0.5 total FTE appointment, but an appointment of less than 0.5 FTE as a GTA are eligible to receive a partial tuition waiver based on the proportion of the teaching appointment. For example, a graduate student with a 0.2 GTA and 0.3 GRA for will receive a tuition waiver of 4 hours per semester. Those with an 80% (.4) GTA and 20% (.1) GRA appointment will be eligible to receive a tuition waiver of 8 hours per semester. In all cases, the student will be responsible for paying the remainder of the tuition at the resident rate. GTA tuition waivers are provided for tuition benefits only; students will be responsible for campus privilege fees (student health, activity fees, etc).

You must hold your appointment as a GTA from at least September 1 through November 17 during the fall term and from February 1 through April 17 for the spring term to be eligible for tuition benefits. If your appointment does not begin by this date or terminates before this ending date all tuition benefits will be lost. You will then be responsible for the total tuition payment.

### **Pay Periods and Paychecks**

As a GTA/GRA, you are a K-State employee. You may view your paycheck, update your direct deposit information and other information online in the K-State Human Resource Information System (HRIS): <https://hris.k-state.edu>.

*Important: At this time, KSIS and HRIS do not link. Updating personal information, such as your address and telephone number in KSIS does not update that same information in HRIS. Keeping your information current in HRIS is extremely important, particularly during the first of the year with W-2 mailings.*

K-State Employee Self Service Instructions:

<http://www.k-state.edu/hcs/work-life/ess/selfserve.html>

K-State employees are paid on a two week cycle. Refer to the Pay Periods and Pay Dates link on the Division of Human Resources web-page: <https://www.k-state.edu/hcs/work-life/paydates/>

If you have questions or concerns regarding a paycheck, please speak with Theresa Hogenkamp in 2209.

### **Summer Paychecks**

Summer GTA appointments are not common in the CS department. However, if you are on active appointment during the summer it is important to remember that your paychecks will be subject to Social Security (OASDI) and Medicare (FICA-HI) taxes *unless* you are enrolled in at least 3 credit hours during the summer. If you are not enrolled in at least 3 summer credits, you will notice that your net paycheck will be less than during the academic year. You can review your paycheck deductions in HRIS: <https://hris.k-state.edu>.

## **GTA Expectations**

### **GTA Appointment**

Generally, most appointments for teaching assistants are 5/10 time which presumes 20 hours of effort per week.

### **Split Appointments**

Students with teaching assistantships should not plan on working other jobs simultaneously, and should do this only after clearing it with the Department Head. However, some GTAs do hold split appointments with another department. Be sure to let Theresa Hogenkamp know if you plan to apply or hold another job on campus regardless of what type of monies you will be paid. Failure to notify her may result in not receiving paychecks.

### **Attendance**

You are required to be here for the term of your appointment. If you plan to be absent, notify your supervisor and Theresa Hogenkamp ([hogen@ksu.edu](mailto:hogen@ksu.edu)). You must arrange in advance for substitutes.

### **Enrollment Requirements**

GTAs hold their appointments with the understanding that they are to make normal progress toward a degree. You are required to take a minimum of nine hours per semester. Lesser amounts must be cleared by the Department Head. The maximum number of credit hours in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring terms and 9 hours during the summer. Students desiring to enroll in credit hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and forward the permission to the Graduate School for final approval.

### **GTA Language Requirements**

Students whose native language is not English are required to pass the SPEAK exam (with minimum score of 50) or have a 22 or higher score on the speaking portion of the IBT to be considered for a teaching assistantship. Please contact the English Language Program in 205 Fairchild for testing information (<http://www.kstate.edu/elp/>)

### **Turning In Schedule**

You are required to hand in a copy of your schedule to the main office. Include your office hours, teaching hours, and any consulting hours. The purpose of this is to be able to locate you if an urgent matter arises whether departmental or personal in nature. *Schedules should be e-mailed to [csoffice@ksu.edu](mailto:csoffice@ksu.edu) by the second week of classes.*

### **Office Hours**

If you are teaching, you need to make yourself available to consult with students. There is space for office hours available in room 1119. Allow at least 2 hours per week per class for office hours and appointment periods. Consider the needs of your students before setting office hours. Hold office hours at reasonable times. Be in your office during your established office hours. The front office is not responsible for tracking you down. Students must be able to find you during these times.

### **Evaluations (TEVALS)**

Your students are required to have the opportunity to evaluate you. TEVALS may be conducted online or in person. The department will send out an email towards the end of the semester to schedule a time to come to your class to administer the evaluation (TEVALS). Results are mailed to department. GTAs are asked to sign a form at the beginning of every semester of their appointment to grant permission for the

department to open the results and make a copy of the summary sheet for Department Head review. Results will then be released to the GTA.

### **Dealing with Cheating**

Cheating is often a problem. If you have a suspected case of cheating, do not confront the student in public. Gather all evidence and see the faculty member that is responsible for the course for assistance. The Undergraduate Honor System (<http://www.k-state.edu/honor/>) is a good source of information when dealing with academic dishonesty.

### **Grade Sheets**

If you are teaching, be sure to turn in grade sheets to the department at the end of the semester before leaving for break.

### **Posting Grades**

You must have a student's permission to post his/her grade. In general, you should ask them to furnish some "code name" with which to post grades that is only known by the instructor and the student. If grades are posted by name, student ID, SSN (or part thereof), or anything that can be fairly easily interpreted by a third party, then it is a violation of FERPA. The Office of the Registrar does not recommend publicly posting grades.

### **Drop/Add Enrollment Policy**

If you are teaching a course, you may NOT assign a grade of INCOMPLETE. Make your students aware of the two drop dates and what they mean. If you think the student has a legitimate case, talk to the faculty member responsible for the course about possible options. K-State's Academic Calendar (<http://www.k-state.edu/cgi-bin/eventview/registrar/academic>) provides drop/add dates and other important academic deadlines. Often you will have pressure to add a student to your class prior to the start of a semester. kSIS now allows for students to be moved automatically to the top of the wait list to the class roster when vacancies occur. The decision to admit a student is not in your hands. If the student has an "extremely" compelling reason to be admitted, refer them to the faculty member or Department Head to make the final determination.

### **Final Examination Policy (review carefully if you are teaching)**

- Final examinations are to be given during the time period published in the Schedule of Classes for that semester.
- Take-home examinations, projects, papers, etc., that serve in lieu of a final examination cannot be due before the scheduled time for the final examination published in the Schedule of Classes for that semester.
- No examinations, other than weekly laboratory quizzes, studio, or language proficiency examinations, may be given during the last five calendar days before the designated period for final examinations.
- Students who have **more than two examinations** scheduled in a 24-clock hour period **may** petition the instructor of the higher numbered course to take the final examination at another time during the final examination period.

*Any deviations from these guidelines require University Provost approval. See the faculty member for the course if you have any questions about giving final exams.*

### **FERPA Training \*REQUIRED\***

You must enroll in and complete FERPA training as part of your GTA employment.  
[https://www.k-state.edu/registrar/ferpa\\_main/ferpa\\_guidelinesfacstaff/index.html](https://www.k-state.edu/registrar/ferpa_main/ferpa_guidelinesfacstaff/index.html)

## Syllabus

If you are teaching a course, you must provide a syllabus. The following are *required* or *suggested* by the K-State Provost:

- K-State Academic Honesty Statement (*required*)
- K-State Accommodations for Disabilities Statement (*suggested*)

### ***COURSE SYLLABUS STATEMENT FROM THE OFFICE OF THE PROVOST***

<http://www.k-state.edu/provost/resources/teaching/course.html>

#### **Academic Honesty (Required)**

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance in academic matters one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reach via the following URL: <http://www.k-state.edu/honor/>. A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

#### **Academic Accommodations for Disabled Students (Suggested)**

"Students with disabilities who need classroom accommodations, access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center and/or their instructor. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety. If you are a student enrolled in campus/online courses through the Manhattan or Olathe campuses, contact the Student Access Center at [accesscenter@k-state.edu](mailto:accesscenter@k-state.edu), 785-532-6441; for Salina campus, contact the Academic and Career Advising Center at [acac@k-state.edu](mailto:acac@k-state.edu) or call 785-826-2649."

### **Important Contacts and Names**

<b>Name</b>	<b>Title</b>	<b>Room</b>	<b>E-Mail</b>
CS Main Office	-----	2184	<a href="mailto:csoffice@ksu.edu">csoffice@ksu.edu</a>
Madeline Mathis	Administrative Assistant	2184	<a href="mailto:csadmin@ksu.edu">csadmin@ksu.edu</a>
Dr. Scott DeLoach	Department Head	2184E	<a href="mailto:sdeloach@ksu.edu">sdeloach@ksu.edu</a>
Dr. Torben Amtoft	Director of Graduate Studies	2179	<a href="mailto:tamtoft@ksu.edu">tamtoft@ksu.edu</a>
Theresa Hogenkamp	Business Manager	2209	<a href="mailto:hogen@ksu.edu">hogen@ksu.edu</a>
Charlotte Bruna	Accountant	2157	<a href="mailto:cbruna@ksu.edu">cbruna@ksu.edu</a>
Sheryl Cornell	Academic Advisor	2184A	<a href="mailto:cornell@ksu.edu">cornell@ksu.edu</a>
David Invergo	Academic Advisor	2184D	<a href="mailto:dinvergo@ksu.edu">dinvergo@ksu.edu</a>
Seth Galitzer	Systems Admn. (Software)	2217	<a href="mailto:sgsax@ksu.edu">sgsax@ksu.edu</a>
CS help	CS System Admin support		<a href="mailto:help@cs.ksu.edu">help@cs.ksu.edu</a>