

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

**POLICY #A-5
ATTACHMENT #7**

Position Description: Graduate Teaching Assistant (GTA)

A GTA works under the direction and guidance of a faculty member to assist with the instruction of undergraduate students.

Minimum Qualifications:

- Baccalaureate Degree in Nursing
- Current Montana RN licensure
- Currently enrolled in the MN degree program and officially appointed as a GTA through the University procedures (see GTA information at the DGE web site at: http://www.montana.edu/wwwdg/cat_grad_assist.shtml#grad_assist)
- Expertise and experience appropriate to the assigned instructional duties

Scope of Responsibility and Reporting:

- Provides assigned instruction to students
- Plans specific learning activities in conjunction with faculty supervisor
- Implements specific learning activities as assigned
- Reports issues regarding the course and assigned activities to the faculty supervisor

Student Evaluation:

- Provides written or verbal feedback regarding student performance
- Consults with faculty supervisor regarding concerns with student performance
- Reports unsatisfactory student performance to the faculty supervisor immediately

Campus Director Responsibility:

- When GTAs are unable to travel to Bozeman for the official University GTA Orientation, Campus Directors provide a brief orientation following the Division of Graduate Education guidelines (see Attachment #7.1)
- GTAs are evaluated by the Campus Director following CON procedures

Faculty Supervisor Responsibility:

- Assures that assigned duties are appropriate to the GTA scope of responsibility
- Orients the GTA to: the scope of responsibility, CON curriculum, specific course goals/objectives, and level of learner
- Is available at all times for consultation (physically or by phone) when the GTA is working with students
- Retains responsibility for: summative evaluation of student performance and for ensuring safe, accessible and appropriate supervision based on client health status, care setting, course objectives, and student level of preparation
- Provides written evaluative input on the GTA's performance to the Campus Director

Reviewed/Approved By:

Level One: Executive Council (August, 2005)

Level Two: Dean, (August, 2005)

Policy A-5
Attachment #7.1

GTA Orientation is a Division of Graduate Education mandate for all new GTAs. If the GTA is unable to attend the mandatory orientation in Bozeman, the Campus Director will provide information to the GTA on the following topics:

- Understanding the requirements of teaching undergraduate students (eg suitable attire, timeliness, establishing office hours)
- Understanding the legalities (and repercussions) of being a GTA (eg girlfriend is in the class, student in the class is stalking the GTA, sexual harassment and other inappropriate behaviors)
- Understanding how to be the best possible instructor (eg use of the best teaching methods, knowledgeable about the distance delivery methods used for the course, how to transmit excitement about the course content to students)
- Understanding the importance of behaving with the highest integrity as a representative of the College and the University
- Send a letter to the Dean of the Division of Graduate Education indicating the content of the orientation provided to the GTA which includes each of the four bulleted information areas above and how the GTA will be supervised and a plan for remediation is the GTA fails to act in the best interest of the college and the university.