PURPOSE

This handbook is designed to help Teaching Assistants and Mancini Fellows in the Frost School of Music be successful in their roles as teachers, mentors, and leaders. The contents have been carefully chosen to provide important information to teaching assistants as employees of the University of Miami.

Shannon K. de l’Etoile, Ph.D., MT-BC
Associate Dean of Graduate Studies

Manny Santana
Manager of Programs
Graduate Studies

Office of Graduate Studies in Music
110 Gusman Hall
Phillip and Patricia Frost School of Music
University of Miami
Coral Gables, Florida 33124
(305) 284-2241

e-mail: gradstudies.music@miami.edu
Website: http://www.miami.edu/frost/index.php/graduate_studies/
# TABLE OF CONTENTS

## Employment Information
- Getting Hired........................................................................................................... 4
- Work Assignments .......................................................................................................................... 5
  - Graduate Teaching Assistants........................................................................................................ 5
  - TA Work Assignment Form............................................................................................................. 5
  - Mancini Fellows who are TAs........................................................................................................... 6
  - Mancini Fellow who are not TAs........................................................................................................ 6
- Graduate Student Health Insurance................................................................................................. 6
- English Language Requirements........................................................................................................ 7
- Contact Information and the Importance of Email............................................................................. 7
- Policy on Outside Employment for Teaching Assistants................................................................. 8
- Room Access Policy......................................................................................................................... 8
- Smoking Policy................................................................................................................................. 9
- Food and Beverages........................................................................................................................... 9
- Photocopying................................................................................................................................... 9

## Teaching Information
- University of Miami Teaching Assistantship Qualifications......................................................... 11
- CaneLink........................................................................................................................................ 12
- Instructional Guidelines and Information.......................................................................................... 12
  - Syllabi............................................................................................................................................ 12
  - Class Rosters................................................................................................................................. 12
  - Class Meeting Times....................................................................................................................... 12
  - Academic Alerts ............................................................................................................................. 13
- Posting and Submission of Grades.................................................................................................... 13
  - FERPA........................................................................................................................................... 13
- Course Evaluations............................................................................................................................ 13
- Class Attendance and Absences ....................................................................................................... 14
- Frost School of Music Policy Regarding Activities that Cause Students to Miss Class.......................... 15
- University Policy on Religious Holy Days......................................................................................... 15

## Professional Conduct
- Introduction....................................................................................................................................... 20
- Emergency Procedures...................................................................................................................... 21
- University of Miami Policy on Consensual/Amorous Relationships.............................................. 22
- University of Miami Policy on Sexual Harassment......................................................................... 24
- Concerns about Students.................................................................................................................. 25

## Appendix
- Course Syllabus Content.................................................................................................................... 26
Getting Hired

In order to be employed at the University of Miami and to maintain that employment, teaching assistants (TAs) and Fellows must meet the following criteria:

a) be admitted unconditionally to a post-baccalaureate degree program
b) be enrolled in full-time study
c) maintain a cumulative grade point average of 3.0 or above
d) fulfill duties to the satisfaction of your supervisor and the Associate Dean of Graduate Studies

Failure to meet these criteria will result in termination of employment.

To be hired as a TA or a Fellow, you must complete the following steps:

1. You will receive an email from Workday, the University of Miami’s on-line human resources system. The email will be sent to your UM email address and will provide a link that you must access so you can complete the following steps:
   a. Submit an I-9 form for employment eligibility verification
   b. Submit a W-4 Form for tax purposes
   c. Enroll for direct deposit of paychecks (required)

2. Within three days of completing the I-9 form, you must see Manny Santana in the Office of Graduate Studies of the Frost School, in Gusman Hall. Bring the following documents with you:

   If you are a domestic student, please bring in either:
   a) your passport
   b) your Driver’s License and Social Security Card

   If you are an international student, please bring:
   a) your passport
   b) your I-20 Form Certificate of Eligibility for Nonimmigrant Student Status
   c) your I-94 Arrival/Departure Record

All documents must be original; copies are not accepted.
3. Sign the following documents and submit to Manny Santana in the Office of Graduate Studies, Gusman Hall:
   - The Teaching Assistant/Fellow Agreement Form
   - Drug Free Workplace Policy
   - Standard Release Form

Returning TAs and Fellows need to submit a new Teaching Assistant/Fellow Agreement each year. Additionally, returning TAs and Fellows should complete a new W-4 form if they plan to change the number of their exemptions.

*PLEASE NOTE:  International students must apply and obtain a social security number through the Office of International and Student Scholar Services (ISSS) prior to initiating the hiring process.

**Stipend Payments.** TA and Fellowship stipends are paid in eight installments through direct deposit. TAs and Fellows must sign up for direct deposit through Workday at: http://www.miami.edu/index.php/workday_hr/ before the second week of classes. *Failure to do so will result in a payment delay.* Stipends are paid out on the last working day of the months September through April.

**Work Assignments**

**Graduate Teaching Assistants.** Most graduate assistants in the Frost School of Music are primarily teaching assistants; thus, graduate assistants are called TAs rather than GAs. The expected weekly workload for a TA is 20 hours per week during the academic year. The TA work assignment is determined by the TA’s supervisor, and may involve consultation with the student’s advisor, Department Chair, Associate Dean of Graduate Studies, or the Dean of the Frost School.

TAs who are assigned to teach may give applied lessons, conduct ensembles, or teach classes. In some programs, TA assignments may include duties other than teaching. These duties may be administrative, managerial, clerical, or a variety of other duties that will assist in the operation of a particular department or program. Some TAs may also be involved in various community outreach programs.

**TA Work Assignment Form.** To ensure that TAs are working an appropriate number of hours and that they have been assigned duties commensurate with their qualifications, TAs must complete a TA Work Assignment Form. This form is available on the Frost School of Music Graduate Studies website:
TAs must complete the form, obtain their supervisor’s signature on the form, and submit it to the Office of Graduate Studies in the Frost School of Music by the end of the second week of each fall and spring semester. Forms can be submitted in hard copy, or via email to gradstudies.music@miami.edu.

PLEASE NOTE: failure to submit the form or submission of an inaccurate form may result in termination of the TA appointment.

**Mancini Fellows who are TAs.** In your TA appointment letter, you may have been designated as a Mancini Fellow. If so, part of your TA duties will involve participation in the Henry Mancini Institute (HMI) Orchestra. Please note that this time commitment is part of your TA workload and should be noted on your TA Work Assignment Form.

To be clear, if you are a Mancini Fellow, you should allot 8 hours per week to this commitment. You will therefore have 12 remaining hours per week to devote to other TA duties. Please realize that this number, 8 hours per week, represents an average time commitment. In certain weeks, you may have no responsibilities as a Mancini Fellow. However, during times when rehearsals and performances are taking place, the time commitment may be greater than 8 hours per week.

**Mancini Fellow who are not TAs.** Some graduate students in the Frost School receive Graduate Fellowships that pertain only to participation in the Henry Mancini Institute (HMI) Orchestra. As a Mancini Fellow, you should expect to devote at least 8 hours per week to this commitment. Please realize that this number, 8 hours per week, represents an average time commitment. In certain weeks, you may have no responsibilities as a Mancini Fellow. However, during times when rehearsals and performances are taking place, the time commitment may be greater than 8 hours per week. Mancini Fellows who are not TAs do not have any other duties outside of HMI, thus these students do not need to complete a work assignment form.

**Graduate Student Health Insurance**

All graduate students with full-time enrollment are required to have adequate health insurance coverage. The Student Health Service offers a health insurance plan that is added to each student’s fees. Students are responsible for knowing this information, and for making health insurance payments when they are due; otherwise, a hold will be placed on the student’s account and enrollment will be blocked. If you are a TA and you are pursuing a doctoral degree (i.e., DMA or PhD), the University of Miami will cover 80% of your health insurance costs. Detailed information about student health insurance can be found here:

http://www.miami.edu/sa/index.php/student_health_center/insurance_information/
English Language Requirements

TAs whose native language is not English are required to take the University of Miami’s “SPEAK Test” which is given by the Division of Continuing and International Education. This test determines eligibility to teach in a classroom or laboratory and must be completed before the start of the semester in which the TA plans to teach. TAs must register in advance for the SPEAK Test. Please see additional details as well as the Policy on Language Competency for Teaching Assistants at this website: http://www.miami.edu/dcie/index.php/dcie/ita/

Contact Information and the Importance of Email

Please ensure that the University of Miami and the Office of Graduate Studies in the Frost School has your current contact information at all times. Contact information includes e-mail address, local residence, and phone number(s). Whenever your contact information changes, make sure that you inform Graduate Studies via email, and be sure to update your information on CaneLink.

Most of the communication from Graduate Studies and the University will be sent via e-mail, using your University of Miami email account (i.e., yourname@umiami.edu). For example, we will send you important and timely information regarding your TA appointment, TA duties, payment, etc.

For these reasons, it is critical for you to check your email on a regular basis (i.e., daily). To this end, you are strongly encouraged to either:

- Designate your umiami.edu account as your primary email account and check it on a regular basis (i.e., daily)
- Make arrangements to forward your umiami.edu emails to your personal email account (i.e., gmail, hotmail, yahoo, etc.) and check this email account on a regular basis (i.e., daily)

Please note: if you miss an important deadline because you neglected to check your email, you will not be granted an exception or an extension. You are responsible for maintaining regular email communication with the Office of Graduate Studies at all times.
Policy on Outside Employment for Teaching Assistants

TAs must obtain prior approval from their Department Chair, immediate supervisor, or advisor to work outside the department, since such activities might impede progress toward their degree requirements. The following University of Miami policies on outside employment apply to all TAs. Questions about any of these policies should be directed to Dr. Raul Murciano, Associate Dean for Administration.

1. TAs are allowed to supplement their stipends by tutoring undergraduate students in courses in which they have no direct responsibility at the time.

2. TAs who are teaching a class or lab of a multi-section course using a common syllabus and common exams may not tutor any student in any section of that course.

3. TAs, like any other member of the teaching faculty, may offer review sessions for their students and may invite students from other sections of the same course. TAs who arrange such sessions may not under any circumstances take money from the students in attendance.

4. TAs may use their office space for tutoring or may ask departmental permission to use a classroom or other appropriate university facility.

5. The graduate advisor or department chair may require a TA to limit outside employment or tutoring activity if, in the view of the department, such activity is impeding the TA’s academic progress or keeping him or her from fulfilling responsibilities within the department.

International students should clear their work assignments with the Office of International Student and Scholar Services at (305) 284-2928, isss@miami.edu or http://www.miami.edu/sa/index.php/isss/

Room Access Policy

To be issued keys to classrooms and rehearsal spaces as needed for TA duties, students must:

   (a) Bring a dated and personally signed request (no electronic signatures) from a supervising faculty member to Dan Williams in Gusman Hall.
   (b) The request should include the student’s full name, room number, course title and number, and schedule (i.e., time and day[s]) when the room is needed.
   (c) Fill out and sign the key loan agreement.

A key deposit is not required; however, failure to return keys according to the terms of the
agreement will result in a charge of $125.00 per key to the student’s account. PLEASE NOTE: non-payment of these charges will result in a hold being placed on the student’s record which will prevent the student from graduating and from obtaining official transcripts.

To access rooms that have card swipes:

(a) The supervising faculty member must send an email to Dan Williams danwilliams@miami.edu.
(b) The email should include the student’s full name, C number without hyphens, course title and number, room name and number, and schedule (i.e., time and day[s]) when the room is needed.
(c) The student’s C number will then be entered into the system to allow that student to access the classroom or rehearsal space via card swipe. Card access will be removed at the end of each academic year.

Keys and card access are only issued when the student is officially scheduled in that space for the purpose of teaching. Authorization to use any facilities at other times, for any purpose other than assigned teaching responsibilities must be obtained from Dr. Raul Murciano, Associate Dean of Administration, Gusman Hall.

Smoking Policy

As of August 1, 2013, smoking is no longer allowed anywhere on the University of Miami Coral Gables campus. This policy means that inhaling, exhaling, burning, or carrying any lighted cigarette or electronic cigarette, cigar, pipe or other such device that contains tobacco or other smoke-producing products will be prohibited in all areas of the campus.

Food and Beverages

The Frost School of Music prohibits any food or beverage in classrooms or rehearsal halls.

Photocopying

When Can I Photocopy?

Most musicians want to respect the rights of copyright owners, but are sometimes confused as to when it is permissible to legally reproduce a copyright work. The following situations are based on the copyright law of 1976, and list what you can do without having secured prior permission:

- Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided it is replaced with a purchased copy.
- For academic purposes other than performance, multiple copies of excerpts of works may
be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.

- Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

- A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

- A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

**When Can I Not Photocopy?**

The following activities are expressly prohibited:

- Copying to avoid purchase.

- Copying music for any kind of performance, with the following emergency exception: Making a copy of a lost part in an emergency, if it is replaced with a purchased part in due course.

- Copying without including copyright notice.

- Copying to create anthologies or compilations.

- Reproducing material designed to be consumable, such as workbooks, standardized tests and answer sheets.

- Charging customers beyond the actual cost involved in making copies as permitted (as noted in “When Can I Photocopy”).
University of Miami Teaching Assistantship Qualifications

To ensure a high quality education for all students in the Frost School of Music, TAs must adhere to standards established by the University of Miami and the Southern Association of Colleges and Schools (SACS).

Specifically, TAs who are listed as the instructor of record and who are responsible for assigning grades in a course must have a master’s degree in the discipline or have completed 18 graduate credit hours in the discipline. Additionally, TAs are eligible to teach only undergraduate courses.

To explain further, TAs pursuing a Masters Degree:

- Can only be listed as the instructor of record after they have completed 18 credit hours at the graduate level.
- Can only teach undergraduate courses and lessons.

Additionally, TAs pursuing a Doctoral Degree:

- Can be listed as the instructor of record for courses and lessons if they already have a masters degree in the teaching discipline.
- Must provide documentation of having adequate teaching qualifications in order to teach graduate level courses. The University prefers that graduate level courses only be taught by individuals who already have a terminal degree, which is in most cases a doctoral degree. If a doctoral TA is assigned to teach a course that could be considered a graduate level course (i.e., numbered 600 or higher), the supervising faculty member will need to submit:
  - The TA Credentials and Evaluation Form
    https://umshare.miami.edu/web/wda/frost/graduatestudies/SACS%20TA%20Credentials%20Form.pdf
  - The TA’s CV or resume
  - A letter that explains why this TA is uniquely qualified to teach the class and that other graduate students in the class are not doctoral students, but may be masters degree students who can benefit from the experience and expertise of this instructor
  - All materials must be submitted to the Office of Graduate Studies in the Frost School.

For questions about SACS TA qualifications, please contact the Office of Graduate Studies in the Frost School.
CaneLink

CaneLink is at the heart of your instructional responsibilities [http://canelink.miami.edu](http://canelink.miami.edu). In this system you will be able to access important information (i.e., class rosters) and carry out critical aspects of your teaching responsibilities, such as assigning grades. If you are designated as the primary instructor for a class or private lessons, your supervising faculty member should contact Leticia Jack in Gusman Hall. Leticia will enter your name into the CaneLink system in association with your assigned class or lessons, so that you can carry out your assigned teaching duties.

**Instructional Guidelines and Information**

**Syllabi**

For all classes, ensembles, and private lessons, the University of Miami and the Frost School of Music require a syllabus so that students are informed in writing of the course requirements and bases for evaluation. A course syllabus template is provided in the Appendix of this handbook.

**Class Rosters**

Class rosters are available on-line in CaneLink. If you cannot view your class, you have not been officially linked to the course. You must immediately inform your supervisor who can correct this by contacting Leticia Jack in Gusman Hall. Carefully check your class rosters to make certain that every student you teach is registered in your course section. Accurate class rosters are essential for assigning final grades at the end of each semester.

TAs should not permit any student to remain in class if the student’s name is not on the official class roster. Students appearing in class without authorization should meet immediately with their academic advisor to determine if the course is appropriate to their degree requirements. If the advisor approves the course, the student can complete a drop/add form and take it to the University Registrar. The student’s name should then appear on the class roster.

**Class Meeting Times**

The meeting time for a class is typically determined by the number of credits that are being earned. The standard length of a class period during the regular semester is fifty minutes for Monday, Wednesday, and Friday classes, and one hour and fifteen minutes for Tuesday and Thursday classes. Certain classes, however, deviate from these parameters. Consult with your immediate supervisor or Department Chair if you have questions regarding official class length.
Academic Alerts

For students who are not performing well in a class, TAs may submit *Midterm Academic Alerts* within seven weeks after the beginning of each semester via CaneLink. These reports notify students of substandard performance, and give them the opportunity to remediate any deficiencies. TAs should submit reports for students who are earning grades of D or F at that time.

Posting and Submission of Grades

TAs are expected to keep accurate academic records for their students and to carry out the policies and objectives of their teaching area. Grades throughout a course of instruction can be securely posted on-line through Blackboard (accessed through Canelink) but should never be listed, posted or in any way made available or viewable in a public place. Blackboard provides students in a course with immediate and unlimited access to their own grades.

FERPA. Student grades and other aspects of their education records are considered private information per the Family Educational Rights and Privacy Act of 1974 (FERPA). Since TAs are entrusted with this sensitive information, they should be familiar with FERPA and are expected to abide by the terms of this act at all times: [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Submission of final course grades is done on-line via CaneLink. All teaching assistants who are listed as the instructor of record for a particular course must submit grades for their students. Frost School of Music staff members are instructed NOT to submit grades on behalf of TAs.

PLEASE NOTE: failure to submit grades by the date and time specified for each semester may result in termination of your assistantship. The grading system is described in the University of Miami academic bulletin available here: [http://www.miami.edu/index.php/academicbulletin/](http://www.miami.edu/index.php/academicbulletin/) If TAs need assistance in calculating or determining final grades, they should consult with their immediate supervisor or Department Chair.

Course Evaluations

Each semester, students are given the opportunity to evaluate the courses they are taking, as well as the instructors who teach these courses. Results of these confidential evaluations are taken into consideration when renewing teaching assistantships. Additionally, the information gained from them is useful in keeping instructors informed of student reaction to the quality of their teaching.

All course evaluations are done on-line. To ensure that the greatest number of students evaluate you and your course, make sure to remind students to evaluate the course at the end of the semester. Multiple reminders are often helpful.
Class Attendance and Absences

Regular and punctual class attendance is vital for all students. TAs must announce penalties for non-attendance and for missed or late work in all course syllabi and during the first meeting of each class. Any student may be dropped from a course or receive a lowered grade due to unauthorized absences in excess of those permitted by the instructor. Students are responsible for knowing and understanding course policies on these matters. Students should also give notice to the instructor one week prior to any anticipated absences for which they seek to avoid penalty. Additionally, students should contact the instructor within one week after any unanticipated absence.

All students are responsible for material covered during their absences. However, the instructor must allow each student who is absent for a University-approved reason either the opportunity to make up, or to be excused from, work missed without any reduction in the student’s final course grade as a direct result of such absence.

The following situations constitute University-approved reasons for absences:

1. Participation in an activity approved by the Academic Dean’s Policy Council, such as musical and debate activity, R.O.T.C. function, or varsity athletic trip; participation in a special academic activity such as a field trip or other special event connected with academic coursework. Verification of a student’s participation shall be issued by the sponsor when authorized by the Office of the Executive Vice President and Provost.

2. Observance of a major religious holy day. The University shall annually publish a list of dates designated as major religious holy days. Instructors and administrators avoid scheduling any examination or other graded class event, or any major University activity, on a major religious holy day. Additional information on religious holy days is provided in a subsequent section of this handbook.

Other than absences for a University-approved reason, the instructor determines whether or not an absence is for an acceptable reason and whether or not students shall have the opportunity to make up missed work. If the instructor does not recognize the reason as acceptable, the student may appeal to the Chair of the Department in which the course is offered.

A student who is ill should sign a release at the Student Health Service authorizing the doctor to verify that the student was indeed ill and visited the clinic. The student must request that the faculty member contact the Student Health Service to obtain this verification. Doctors at the Student Health Service do not provide excuse notes to students. If a student needs to miss more than two consecutive class days due to illness or other emergency, please notify the Associate Dean of Graduate Studies who will contact all relevant faculty members on the student’s behalf.
Frost School of Music Policy Regarding Activities that Cause Students to Miss Class

The administration of the Frost School of Music recognizes that, on occasion, group activities must be scheduled at times that conflict with students’ other obligations. Because the administration recognizes the value of these activities, it solicits the cooperation of the faculty in accommodating these students. At the same time, the administration recognizes the right of each faculty member to establish an attendance policy and the right to determine the means, if any, of accommodation. Finally, the administration stresses the need for each student to take the responsibility of notifying his/her teachers in advance of an anticipated absence and of exploring at that time the steps, if any, that can be taken to complete the work to be missed.

At least two weeks prior to an activity that will cause absences, a memorandum under the signature of the Associate Dean of Administration will be sent to all faculty members notifying them of the activity, the times, and the names of the students involved. This notification is informational only; it does not obligate a faculty member to modify the attendance policy, nor does it excuse the student from submitting work on time.

The faculty member planning such an activity is responsible for notifying the office of the Associate Dean of Administration in a timely manner. The Associate Dean retains the authority to approve or disapprove any activity, based on its appropriateness and timeliness.

University Policy on Religious Holy Days

The University of Miami, although a secular institution, is determined to accommodate those students who wish to observe religious holy days. It seeks to reflect its awareness of and sensitivity to religious holy days whenever possible when scheduling University activities. The following provisions are meant to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

1. Except as specifically provided to the contrary, this policy is binding on all students and faculty members in undergraduate programs. Schools offering graduate or professional programs, including undergraduate professional programs, are strongly encouraged to adhere to these policies to the maximum extent practicable.

2. Any student absent from class in observance of a religious holy day shall not be penalized in any way for an examination or assignment missed during the period of absence. Absence in observance of a religious holy day does not relieve students from responsibility for any part of the course work required during the period of absence. Students who are absent on days of examinations or class assignments shall be offered a reasonable opportunity to make up the work without penalty, if the student previously arranged to be absent. Nothing in this policy shall preclude faculty members from limiting the number of student absences to a reasonable number of absences for any
reason. The faculty member has discretion to determine how the make-up obligation will be fulfilled. A faculty member who penalizes a student contrary to these provisions may have committed unprofessional conduct, and thus may be subject to a complaint to the Committee on Professional Conduct under the provisions of Section B4.9 of the Faculty Manual.

3. It is the student’s obligation to provide faculty members with notice of the dates they will be absent due to observance of religious holy days, preferably before the beginning of classes but no later than the end of the first three class days. For religious holy days that fall within the first three class days, students must provide faculty members with notice no later than two class days before the absence. Missing a class due to travel plans associated with a particular religious holy day does not constitute an excused absence. Absences due to observance of religious holy days that are not pre-arranged with the relevant faculty member within the first three class days may be considered unexcused, and the faculty member may therefore prevent the student from making up examinations or assignments missed during the period of absence.

4. Faculty members are encouraged to anticipate days when a substantial number of students will be absent for observance of religious holy days and should avoid scheduling examinations and assignment deadlines on those days. Faculty members are expected to reasonably assist students in obtaining class information the student missed during the period of absence in observance of a religious holy day. In that regard, faculty members are urged to allow taping or recording of the class session, with the reproduction limited to the student’s personal use, when a student misses a class due to observance of a religious holy day. To assist in identifying religious observance days, faculty members are encouraged to consult the illustrative list provided in the Interfaith Calendar (http://projectinterfaith.org/page/interfaith-calendars). Faculty members are urged to remind students of their obligation to inform faculty members within the first three class days of any anticipated absences due to observance of religious holy days and should include that information in the syllabus or course requirements document for that course.

The best way for TAs to communicate the Religious Holy Day Policy to students is to include a specific statement in the syllabus. For example,

“The University of Miami, although a secular institution, is determined to accommodate those students who wish to observe religious holy days. Classes missed due to observances of religious holy days will count as excused absences only if you provide written notice of your intended absence(s) to me no later than the end of the first three meetings of our class. The ways in which missed tests, quizzes and other assignments can be made up after you return to class will be provided at a later date.”

For more information on the University’s Religious Holy Day Policy, please reference the following list of FAQs.
Frequently-asked Questions about the Religious Holy Day Policy

WHO IS RESPONSIBLE FOR PROVIDING NOTICE?

It is the student’s obligation to provide faculty members with notice of the dates he or she will be absent due to observance of religious holy days. Faculty members can require that this notice be in writing. It is in the faculty member’s best interest to keep copies of this correspondence.

WHEN SHOULD NOTICE BE GIVEN?

Notice from the student should preferably be given to the faculty member before the first day of classes (as noted by the university’s academic calendar), but no later than the end of the first three meeting days of that particular course. For any religious holy days that fall within the first three class meeting days, students must provide faculty members with notice no later than two classes prior to the absence.

HOW WILL STUDENTS KNOW ABOUT THIS POLICY?

Faculty are urged to remind students of their obligations under this policy, and should include this information in syllabi or course requirements. We have indicated to the administration that it should make a concerted effort to bring the revised policies to students’ attention.

HOW DOES THIS AFFECT MY SEMESTER PLANNING?

Please consider popular religious holidays when planning your syllabus, as many students may be absent on these dates, and you may wish to avoid scheduling assignment deadlines or exams on them. To assist in identifying religious observance days, faculty members are encouraged to consult the illustrative list provided in the Interfaith Calendar (http://www.interfaithcalendar.org/), to consider your past experience with our student body, and to take account of information you receive directly from the students.

DOES THIS POLICY ALLOW STUDENTS AN UNLIMITED NUMBER OF EXCUSED ABSENCES?

No. Faculty have the right to specify a maximum number of excused and unexcused absences for all reasons, and should include this information in the course syllabus. An absence for a religious holy day not properly notified can be considered unexcused.

ARE TRAVEL DAYS RELATED TO HOLY DAY ABSENCES EXCUSED?

No. Missing a class due to travel plans associated with a particular religious holy day does not constitute an excused absence under this policy. Of course, you have the authority to consider travel days as excused absences, but you don’t have to.
MAY STUDENTS BE PENALIZED FOR EXAMS OR ASSIGNMENTS MISSED DUE TO RELIGIOUS HOLY DAYS?

No. If absences are properly notified, students absent from class in observance of a religious holy day shall not be penalized in any way for an examination or assignment missed during the period of absence. Such students shall be offered a reasonable opportunity to make up the work without penalty.

MAY I REQUIRE STUDENTS TO MAKE UP MISSED EXAMS OR ASSIGNMENTS DUE TO HOLY DAYS?

Yes. Absence in observance of a religious holy day does not relieve students from responsibility for any part of the course work required during the period of absence. The faculty member has discretion to determine, within reasonable limits, how make-up obligations will be fulfilled and when make-up obligations are due.

WHAT IS MY OBLIGATION TO STUDENTS WITH MISSED EXAMS OR ASSIGNMENTS DUE TO HOLY DAYS?

Faculty members should take reasonable steps to assist students in obtaining class information the student missed during the period of absence in observance of a religious holy day. In this regard, faculty members are urged to allow taping or recording of the class session—with reproduction limited to the student’s personal use—when a student misses a class due to observance of a religious holy day.

DO I HAVE TO PREPARE A MAKE UP EXAM IF A STUDENT MISSES AN EXAM?

No. We understand that preparing makeup exams can involve a lot of work for some classes. It is entirely up to the faculty member to decide how the student’s absence is made up. In addition to make up exams per se, options available to the faculty member include oral exams, a paper or project in lieu of the exam, and using the average of other exams as the grade for the missed exam.

SO I COULD ASSIGN A 40 PAGE PAPER IF A STUDENT MISSES A QUIZ?

No. The essence of the policy is that a student may not be penalized. That would be punitive.

WHAT IF A STUDENT CLAIMS HOLY DAY OBSERVANCE THE DAY OF, OR AFTER, A MISSED CLASS?

Absences due to observance of religious holy days that are not notified to the relevant faculty member within the first three class meeting days may be considered unexcused, and the faculty member may therefore prevent the student from making up examinations or assignments missed during the period of absence.
WHAT IF I SUSPECT A STUDENT IS FALSELY CLAIMING A RELIGIOUS HOLY DAY OBLIGATION?

The policy empowers faculty members to determine if religious holy day absences are properly notified in advance, but not whether a religious holy day is authentic, and also not whether a student’s claimed religion is authentic. Keeping in mind that any faculty member who disadvantages a student with respect to religious matters contrary to this policy may be brought before the Committee on Professional Conduct under the provisions of Section B4.9 of the Faculty Manual, you should avoid questioning the legitimacy of holy days.

WHAT IF A STUDENT ASSERTS A RELIGIOUS HOLY DAY ON EVERY THURSDAY, MISSING HALF OF THE SCHEDULED CLASSES?

Your best protection against abuse is to set a limit on the total number of classes that a student can miss for any reason.
Professional Conduct

Introduction

Teaching assistants (TAs) and Mancini Fellows constitute a vital component of Frost School operations. Consequently, these individuals are expected to maintain the highest academic, musical, and professional standards. Graduate students who are appointed as teaching assistants and/or Mancini Fellows have been selected as such for demonstrating high level musical skills and knowledge, and with the expectation that they possess or will soon develop the musical, pedagogical, interpersonal, and other skills necessary to be successful in the Frost School and beyond. Each TA and Mancini Fellow will have a faculty supervisor to provide guidance and other assistance in assigning, planning, and carrying out duties in the Frost School.

Professional conduct is a fundamental expectation for all TAs and Fellows. While professionalism comprises many aspects, perhaps the most important one is to provide an appropriate role model for undergraduate students; musically, academically, and interpersonally. Professionalism also includes treating students and colleagues with respect, dressing appropriately, fulfilling instructional obligations, and attending to such matters as beginning and ending lessons or classes on time, not missing lessons or classes, returning assignments promptly, etc.

TAs’ and Fellows’ contributions to the Frost School of Music and the University are greatly appreciated by the faculty and administration. Just as TAs and Fellows are expected to reflect professionalism, they may also expect to be treated with professional and personal respect by the faculty and administration. Should any graduate students ever feel that they are not being treated with professional or personal respect, they should immediately consult with their supervisor or the Associate Dean for Graduate Studies in Music.

Finally, the faculty and administration understand and appreciate the sometimes difficult and ambiguous roles that TAs and Fellows are expected to fulfill. In some instances, TAs and Fellows function like faculty; in others, they revert to the student role, even as peers to some of the very students they are teaching. Learning to cope with these various expectations can be a useful learning experience in itself. Indeed, experiences as a TA and/or Fellow are an important part of graduate education. Please familiarize yourself with the following policies and procedures in order to facilitate a positive and successful educational experience for your students and classmates.
Emergency Procedures

In every case of accident or emergency on all campuses, a University employee should:

1. Evaluate the situation, render appropriate first aid, and get help.

2. Report work-related injuries to Human Resources immediately. [http://www.miami.edu/index.php/hr/about_us/](http://www.miami.edu/index.php/hr/about_us/)


Illness or Injury

In every case of severe illness of injury, or when in doubt:

- Call Fire/Rescue by dialing 9-911 from a campus phone, or 911 from a cell phone.

- Give the following information to the dispatcher:
  1. Nature of emergency
  2. Location (Be specific: give address, building, floor, office, room number, etc.)
  3. Telephone number you are calling from
  4. Your name

- Remain on the telephone to assist the dispatcher in obtaining additional information which may be needed to assist Fire/Rescue in arriving promptly at your location.

- Call the University of Miami Police Department by dialing 8.6666 from a campus phone, or 305.284.6666 from a cell phone.

- Security officers will meet Fire/Rescue personnel and direct them to your location.

- Unless the patient requests to be treated elsewhere, the rescue unit should be asked to transport the patient to the nearest emergency room (i.e., Doctors Hospital).

- Notify the Student Health Service by dialing 8-9100 from a campus phone or 305.284.9100 from a cell phone.
University of Miami Consensual/Amorous Relationships Policy

It is the policy of the University of Miami that members of the University community are strongly discouraged from entering into consensual/amorous relationships with persons over whom they have evaluative authority. Consensual/amorous relationships give the appearance of a compromising conflict of interest, favoritism, or bias in the workplace, which may be prejudicial to the interests of the University, its members, and the public interest it serves. Supervisors who engage in consensual/amorous relationship must take necessary steps to ensure that they do not simultaneously have evaluative authority and a consensual/amorous relationship.

Definition

Consensual/Amorous Relationships: For the purpose of this policy is defined as a relationship where the parties are romantically or sexually intimate, or are involved in a relationship in which sexual intimacies would ordinarily be presumed between members of the University of Miami community that is willingly undertaken.

Grievance Procedure

Any administrator, employee, faculty member or student who believes that their employment or academic standing is or could be adversely affected by a potential or actual conflict of interest deriving from the existence of a consensual/amorous relationship; or have questions regarding this policy or available options should notify their departmental chairs, Office of the appropriate Dean, the Office of the Vice Provost for Undergraduate Affairs, the Office of the Ombudsperson, or the Office of Equality Administration.

A party who engages in consensual/amorous relationships without reporting such a relationship may be subject to disciplinary action under applicable University policies and procedures. Steps will be taken to eliminate the conflict.

Additional information about grievance procedures may be found in the following resources:


University of Miami Dean of Students Office [www.miami.edu/dean-students](http://www.miami.edu/dean-students)

University of Miami Faculty Manual [https://umshare.miami.edu/web/wda/facultysenate/FacultyManual.pdf](https://umshare.miami.edu/web/wda/facultysenate/FacultyManual.pdf)

University of Miami Graduate School [www.miami.edu/grad](http://www.miami.edu/grad)

University of Miami Human Resources [www.miami.edu/hr](http://www.miami.edu/hr)
University of Miami Student Rights and Responsibilities
http://www.miami.edu/sa/index.php/policies_and_procedures/student_rights_responsibilities/

University of Miami Workplace Equity and Performance
www.miami.edu/equality-administration
as well as http://www.miami.edu/index.php/wep/grievance_procedure/
University of Miami Sexual Harassment Policy

It is the policy of the University of Miami that sexual harassment of or by any administrator, faculty member, employee or student is prohibited. A violation of the sexual harassment policy shall constitute grounds for disciplinary action up to and including dismissal from the University. The University reaffirms its commitment to the concept of non-discrimination and to providing a work environment and an educational forum free of sexual harassment.

Definition

Sexual harassment includes, but is not necessarily limited to physical or verbal abuse of a sexual nature including graphic commentaries about an individual’s body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advance of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or educational decisions affecting or interfering with an individual’s salary, academic standing, or other conditions of employment, academic, or career development.

Grievance Procedure

Any administrator, employee, faculty member, student or applicant who believes that she or he has been subjected to sexual harassment may utilize the University grievance procedure. Two courses of action for resolving a complaint are available: an informal procedure and a formal procedure. Full text of the grievance procedure can be found at www.miami.edu/equality-administration; or contact the Equality Administration Office at 305.284.3064, Suite 100R, Gables One Tower, Coral Gables Campus, Locator Code 2903; or 305.243.7203, 1400 NW 10 Avenue, Dominion Tower, Suite 305, Medical Campus (M-845); or faculty may contact the Faculty Sexual Harassment Office at 305.284.2002.

Additionally, any administrator, employee, faculty member, student or applicant in the Frost School of Music may contact Dr. Margaret Donaghue, Associate Professor of Clarinet, as she is the designated Sexual Harassment Officer for the School. Dr. Donaghue can be reached at PLF North 309, 305.284.6721, or mdonaghue@miami.edu.
Concerns about Students

As a TA and possibly as a Fellow, you will have the opportunity to know certain undergraduate students in a variety of settings for the duration of a semester or longer. During this time, you may notice changes in a student that concern you. For example, you may observe poor attendance, declining class performance, disheveled appearance, or erratic behavior. In these situations, please contact your direct supervisor and/or the Associate Dean of Graduate Students at your earliest convenience. We will assist you in determining the best way to help a student who appears to be struggling.

If for any reason you are not able to contact your supervisor or the Associate Dean, please utilize the following resources that are available to assist students:

- University of Miami Dean of Students Office

- University of Miami Counseling Center

- University of Miami Police
APPENDIX

Course Syllabus Content

For all classes, applied lessons, and ensembles, Teaching Assistants must provide students with a course syllabus that includes the following content and information:

1. **Title Block:** University, College/School, Semester, Year.
   Course number, course title, course credits section(s), meeting days, and times, classroom number.
   Instructor’s name, office location and hours, campus telephone number, e-mail address.

2. **Bulletin Description** Verbatim from current University Bulletin.

3. **Prerequisites** From current University Bulletin. Include co-requisites, if any.

4. **Course Objectives** Expected outcomes, e.g. knowledge or skills.

5. **Instructional Methodology** Lectures, labs, seminars, etc.

6. **Required Text** List full bibliographic information. Add any recommended texts.

7. **Examinations** Frequency, type, final, and descriptions. Include requirements for papers, projects, or reading assignments. State policy on make-up tests and late submission of assignments. Define differences in requirements for honors and graduate students. State any writing credit requirement.

8. **Grading Policy** Determination of final grade.

9. **Class Schedule** Chronological list of lecture topics, including reading assignments if applicable, due dates for assignments, all tests and exams.

9. **Attendance Policy** "The University of Miami has no provision for unexcused absences. Attendance at all classes is expected. All excuses are to be submitted in writing for the instructor's approval."

Highly Recommended Inclusions:

1. **Honor Code** “Students will be bound by the University of Miami Honor Code. All reports, papers, written assignments, test papers, and examination papers must include a signed honor pledge that states: ‘On my honor, I have neither given nor received any aid on this assignment.’ Academic dishonesty may result in a lower grade or a failing grade for the entire course.”

2. **Tutoring** “The Academic Resource Center is available throughout the year to all members of the University community. Peer and on-line tutoring is available. For more information, visit their website at http://www.miami.edu/index.php/academic_resource_center/ or call 305.284.2800.”

3. **Disabilities** “Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and the Office of Disability Services at the beginning of the semester.”

4. **Copyright** “© 20xx University of Miami. All rights reserved. It is a violation of Federal law to copy, duplicate,
sell, and/or distribute in any manner, including but not limited to the internet, any copyrighted materials authored and/or produced by the course instructor.”

5. **Religious Holy Day Policy:** “The University of Miami, although a secular institution, is determined to accommodate those students who wish to observe religious holy days. Classes missed due to observances of religious holy days will count as excused absences only if you provide written notice of your intended absence(s) to me no later than the end of the first three meetings of our class. The ways in which missed tests, quizzes and other assignments can be made up after you return to class will be provided at a later date.”