Introduction

The purpose of this handbook is to provide guidance to the doctoral instructional assistants hired by the Department of Physical Therapy. Graduate students are hired on an as funded basis to provide support for activities within the Department. These include but are not limited to teaching activities such as lab classes, open labs, and support for lab and other classes; clinical education activities; research and teaching support for faculty; and other projects or support activities as needed. Hours include evenings and weekends.

The Department Chair secures funding on an annual basis for doctoral instructional assistants positions through the budgeting process or through special request process. Faculty identify needs for support of courses or projects and assist in determination of assignments for doctoral instructional assistants. The Chair solicits applications from interested students; faculty then review applications and suggest appropriate assignments.
General Information

Doctoral instructional assistants (DIAs) are directly responsible to the Chair of the Department. Each DIA will have a primary assignment which may be to another faculty member and a secondary assignment. **All DIAs are expected to work as a team to accomplish the overall assignments each semester.**

DIAs are generally hired on a 25% basis – meaning each person is expected to work no more than 8-10 hours per week.

**DIA positions** include but are not limited to:
- Anatomy course support – at least four (4) in the fall and spring semester
- Other course support – as many as 2-3 depending on semester
- Individual faculty project support – depends on DIAs available and faculty needs
- Open lab supervision – All DIAs with one serving as coordinator
- Special projects – depends on DIAs available and faculty needs
- Professional development, ie, MTI courses – one DIA for weekends
- Supervise examinations for some PT classes – as requested by faculty

Orientation – The Chair will provide a general orientation to the DIAs and will meet with them on a regular basis to facilitate communication. Each supervising faculty member will meet with assigned DIAs for specific orientation for the assigned course or project.

**Keys**

Keys will be issued by the Chair or the administrative assistant to those individuals whose assignments require keys. DIAs will need outdoor keys for building access and lab keys for open labs access. The anatomy lab key will be accessible according to established policy. Other keys will be issued as required.

**Time keeping**

DIAs are required to keep a log of their time for monitoring purposes. They are not required to complete time reports for the university.

**Payment**

DIAs will be hired according to University policy and will be paid monthly at a 25% rate. All appropriate paperwork must be completed on a timely basis with the administrative assistant prior to confirmation of hiring.

**Open Labs**

The open labs are an opportunity for all DPT students to study and use equipment or complete assignments from faculty in the teaching labs. There are generally two open labs each week – one night during the week and one during the weekend – times to be established with consultation between students and the responsible DIAs. The DIA who is in charge will identify themself and will be available to provide assistance to students in attendance. All students should recognize that at times a DIA may not be in charge.
and may be in attendance for their personal study activities; if that is the case, other students should not expect assistance from that DIA.

**Responsibilities**

Responsibilities for each position are listed as follows:

**Anatomy course support** – at least four (4) in the fall and spring semester

- Assist anatomy lab coordinator in cleaning and maintaining lab
- Be aware of all policies related to access to the anatomy lab – inform all students, and notify instructors of any violations
- Provide instruction in cooperation with anatomy faculty for each relevant course or course section – PT 3400/5400
- Coordinate class instruction material with course instructor to ensure consistency.
- Convey willingness to assist students and promote student participation
- Monitor complete cleanup of anatomy lab after use, i.e. trash and unacceptable products in proper disposal containers
- Set up for lab practical lab exams
- Create weekly quizzes in coordination with the instructor
- Keep copy of all practical exams until the end of each semester, then destroy according to university policies and procedures
- Keep all PT 3400 practical examinations in secure location – check with administrative staff of department for procedures

**Orthopaedic course support** - as many ???

- Assist instructor in setting up skills lab (table and stools arrangement, pillows, linen and equipment placement
- Assist with AV set-up to include presentation set-up, videotape student presentations, and other technology based learning solutions
- Provide instruction in cooperation with orthopaedic faculty for each relevant course or course section
- Coordinate class instruction material with course instructor to ensure consistency.
- Convey willingness to assist students and promote student participation
- Monitor complete cleanup of skills lab after use, i.e. trash and unacceptable products in proper disposal containers
- Set up for lab practical exams
- Create weekly case studies for use in lab in coordination with the instructor

**Individual faculty course and project support** – depends on DIAs available and faculty needs

- Supervise use of equipment as directed.
- Set up lab for instructions as indicated by faculty member
- Assist students as needed
- Supervise skills check offs as indicated by individual faculty
- Monitor complete clean up of labs after use
- Convey willingness to assist students and promote student participation
• Coordinate class instruction material with course instructor to ensure consistency
• Assist faculty with any specific project needs

**Open lab supervision** – All DIAs with one DIA serving as coordinator

• Identify the DIA in charge for that open lab session by writing name on board
• Establish open lab times each semester and post on TRACS and bulletin boards for student information by second week of each semester
• Any changes to posted schedule should be approved prior to announcement of change; approval can be given by Chair or DIA Faculty coordinator
• Be available to open labs as scheduled.
• Supervise use of equipment as directed
• Assist students as needed
• Supervise skills check offs as indicated by individual faculty
• Monitor complete clean up of labs after use
• Be sure that all equipment is returned to storage and secured
• Monitor clean-up of anatomy labs prior to the departure of students
• Convey willingness to assist students and promote student participation
• Coordinate any class instruction with the course instructor for consistency
• Notify Chair or other faculty member or Administrative Assistant if any problems ASAP
• May need to provide cell phone number for access to building on weekends when doors are to remain locked

**Special projects** – depends on DIAs available and faculty needs. May include:

• Hosting weekend continuing education course
• Equipment Cleanup

**Professional development, ie, MTI courses** – one DIA for weekends

• Maintain security of locked doors to the building
• Provide access to necessary resources within the PT department
• Be sure that the labs have been returned to proper set up and are clean prior to completion of weekend activities

**Evaluation**

Each semester the supervising faculty member should complete an evaluation for the assigned DIA. This should be reviewed with the DIA and submitted to the Chair for documentation. The attached evaluation form should be used unless another tool is more appropriate.
# Doctoral Instruction Assistants Evaluation Form

**Department of Physical Therapy**  
**Texas State University-San Marcos**  
**Doctoral Instruction Assistants Evaluation Form**

<table>
<thead>
<tr>
<th>Graduate Assistant Name</th>
<th>Semester</th>
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<tbody>
<tr>
<td>Supervising Faculty Member</td>
<td>Date</td>
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**Assignment**

Note: Attach a job description.

The graduate teaching assistant will be evaluated once per semester. There may be additional evaluations if the supervising faculty member identifies the need.

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<tr>
<th>Characteristic</th>
<th>Poor</th>
<th>Below average</th>
<th>Average</th>
<th>Above average</th>
<th>Superior</th>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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**Dependability**

*Comments*

**Initiative**

*Comments*

**Maintains confidentiality**

*Comments*

**Follows procedures**

*Comments*

**Time management**

*Comments*
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<th>Student interaction</th>
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<th>Total</th>
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Note: A total score of less than 30 or any individual score of a 2 or 1 in any section may be grounds for probation or dismissal.

**Strengths:**

**Weakness:**

Since employee’s last evaluation, employee has:

- Regressed _________
- Maintained _________
- Improved _________

**Overall Recommendation:**

- Rehire without concerns:

Graduate Teaching Assistant Signature:

Supervising Faculty Member Signature: