THE OHIO STATE UNIVERSITY

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SCHOOL OF COMMUNICATION

ADMINISTRATIVE OFFICE POLICY HANDBOOK

Academic Year 2022-2023

updated 8/29/2022

Please note that due to the continuing effects of the COVID-19 pandemic for the 2022-23 academic year, many business and operating procedures have been adjusted while adaptations remain ongoing. Please reach out to the appropriate staff member for clarification, specifically when addressing office/meeting/research space, public office hours, copying, expenditure approvals, travel, and remote working, and others.

Table of Contents

Introduction

This handbook has been prepared for faculty, staff and students of the School of Communication. It is not intended to be a complete list of all University and/or School policies.

The first section of this document includes General Information applicable to all employees. The remainder of the document is divided by employee groups.

Please note: This handbook can also be found on the School of Communication website at

https://comm.osu.edu/about-us/internal-resources

GENERAL INFORMATION

STAFF ROLES

Title	Name	Phone	E-Mail	Office
Administrative Manager	Dalton, Gwyn	614-292-8704	Dalton.123	3016 E DB
Assistant to Director	Smith, Aaron	614-688-2641	smith.1543	3016 C DB
Fiscal Officer	TBN	614-247-2069		3016 DB
Main Office/Front Desk		614-292-3400	schofcomm@osu.edu	3016 DB
Strat Analyst	Sheth, Sam	614-247-9568	Sheth.27	3016 D DB
IT/Systems Mgr ASC Tech	Robb Hagen	614-292-1814	hagen.21	2049 E DB
IT/Systems Specialist ASC Tech	James Boyd	614-292-7253	Boyd.448	3177 DB
IT/Systems Specialist ASC Tech	Kempker, Imriska	614-247-9489	Kempker.3	3177 DB
Student Services Manager (UG&Grad)	Jackson, Kylie	614-292-6503	Jackson.3596	3036 DB
UG Advisor	Ralph, Matthew	614-247-2421	ralph.34	3033 A DB
UG Advisor	Scott, Jennifer	614-247-7379	scott.1512	3033 E DB
UG Advisor Lead/ Crdntr Recruitment & Enrollment	Jerele, Lisa	614-292-8195	jerele.2	3033 D DB
UG Advisor/Internships	Rachel DeGenaro	614-688-2177 (verify)	deganaro.5	3033 C DB
UG Office Coordinator	Kayla Robertson	614-688-4092	Robertson.369	3033 F DB
UG Advising Office		614-292-8444	commadvising@osu.edu	3033 DB

MAIN OFFICE HOURS

The main office of the School of Communication is open in conjunction with University standard hours. During the nine (9) month academic year, the office will typically be open Monday through Friday from 8:00 a.m. to 5:00 p.m. During summer term, the office will typically be open from 7:30 a.m. to 4:30 p.m.

Advising Office Hours: Currently, advisors schedule and meet with students virtually.
The Advising Office is open Monday through Friday 8:00 am to 4:30 p.m.

KEYS AND KEYCARDS

Individuals in the School of Communication will be given keys and card swipe access in accordance with the needs of his or her position. In order to obtain keys or card swipe access, individuals will need to coordinate with the Undergraduate Office Coordinator in 3033 Derby Hall. The Undergraduate Office Coordinator will prepare the necessary paperwork and the individual must sign the key request form prior to taking receipt of any keys. The university ID card, BuckID, can be used to gain access to many School rooms and research spaces. Any lost or stolen keys/keycards must be reported to the Administrative Manager and the Undergraduate Office Coordinator immediately. Prior to departure from the university, all assigned keys must be returned. The Assistant to the Director and ASC Tech IT Manager coordinate key card access for classroom and research space with BuckID swipe access.

COPYING

Copy requests should be submitted to the main office front desk with a completed copy request form attached to the original document or through the web-based submission process at least 24-48 hours in advance. Large class copy requests (over 100 students) should be submitted at least 72 hours in advance. Completed copy requests will be placed on the shelf behind the front desk in DB 3016. Electronic copy requests may be submitted through the school's website:
https://comm.osu.edu/about-us/internal-resources
Select link for: Copy Request
NB: Due to staffing availability, please consider submitting copy requests as early as possible.

PURCHASING AND EXPENDITURES

PRE-APPROVAL PROCESS

All employees MUST have School pre-approval prior to making any expenditures or promises thereof. This includes but is not limited to general purchases, hiring student employees, disbursing human subject payments, and seeking to retain companies for services. The following process should be followed any time an individual wishes to use University or Sponsored Project funds to make an expenditure of any kind. Please note that pre-approved requests are valid for 90 days after the initial approval. Since other approvals are required beyond the School, preapproval indicates **only** that the School has approved and will submit the request for further university approvals.
https://comm.osu.edu/about-us/internal-resources/purchase-preapproval
https://comm.osu.edu/human-subject-payments-cash-advance-preapproval

Pre-Approval Process:
1. Faculty, staff, and students must seek pre-approval prior to making any expenditures or promises thereof.

2. Individuals should seek pre-approval well in advance in order to allow time for the request to complete the pre-approval process; 5 – 10 business days are recommended.

3. The link for preapproval submission is located on the School's website https://comm.osu.edu/about-us/internal-resources/purchase-preapproval (comm.osu.edu, About Us, Internal Resources, Purchase Preapproval) and the link for human subject payments preapproval is located on the School's website at https://comm.osu.edu/human-subject-payments-cash-advance-preapproval (comm.osu.edu, About Us, Internal Resources, Human Subject Payments Preapproval)

4. Requests should include the following information
   a. Date needed
      i. If the items/goods are something that requires the use of a Purchase Order, you should allow additional processing time
      ii. If it is a personnel request, please be aware that the School is subject to deadlines related to the HR system and additional time may be needed to process the request. HR requests must be approved by the School and entered for college approval at least 15 business days before the effective date.
      iii. If it is a request for human subject payments, you must have IRB approval for the study before submitting the request.
   b. Funding source
      i. Examples of funding sources include but are not limited to: general funds, Start-up funds, School research funds, Miller funds, grant funds, etc.
   c. Total amount
      i. In all cases, the actual cost of the item(s) is required (a quote is preferred)
      ii. If it is not possible to obtain the actual quote- individuals should make sure the estimate will fully cover the possible cost of the item(s) to be purchased.
      iii. The amount listed is the maximum amount individuals will be reimbursed or able to expend
   d. Vendor or name of person to be paid
   e. Detailed business purpose describing why the item is needed and how it will be used
   f. Details- detailed description of goods/items/services to be purchased including any specifications (i.e., period of payment for personnel)

5. If sufficient information is not provided, the Fiscal Officer will request additional information as needed. If sufficient information is not provided in a timely manner, the request may be delayed or denied.

6. **No expenditure or promise** thereof should be made before the requestor has received an email notification of approval from the "Pre-approval" email administrator confirming University approval

7. Failure to comply with this process may result in individuals not being reimbursed for expenditures made on behalf of the University.

8. All purchases, expenditures, including reimbursement, must comply with University policy and procedure.

BOOK ORDERS & DESK COPIES

Textbook and desk copy orders are the responsibility of each instructor and may be done on-line at: https://aip.bncollege.com/app/

The Assistant to the Director will act as textbook coordinator. Please contact the Assistant to the Director with any questions: 614-292-0451.

Textbook	Approx. Order Due Date
Spring Semester	mid-October
Summer Semester	mid-February
Autumn Semester	mid-March

If you are using "course packs," or simply not using a textbook, you must still log into the system and note "no books needed" so that records are complete.

CLASSROOM ASSIGNMENTS

If there is a problem with an assigned classroom that requires moving to a different room, please contact the Assistant to the Director. Under no circumstance should class be moved to another classroom without the approval of the Director's Office.

Classroom issues: Contact 8-Help or the Assistant to the Director

MAKE-UP EXAMS

Every effort should be made to hold make-up exams during normal class time.   If this is not possible, you may reserve a room AT LEAST 48 HOURS IN ADVANCE by contacting the Assistant to the Director.

You are encouraged to schedule make-up exams on Monday's between 8 am and 3 pm. Should a School-assigned room be reserved, the last make-up exam should begin no later than 3:00 pm. Every effort will be made to locate a School-owned room for your use, but on occasion, a university classroom may be assigned.

Office staff are not available to proctor make-up exams; faculty will need to make necessary arrangements to ensure the exam is monitored.

GRADES & ROSTERS

Faculty must use the SIS Faculty Center to obtain class rosters and submit grades. For complete details please see the Faculty & Staff page of Buckeye Link: https://buckeyelink.osu.edu/collection/all/faculty-staff-tc

It is expected that instructors will be on campus and available to staff and students up to and including the day grades are due to the Registrar.

Grade Changes

Grade Changes are submitted on-line through the University Registrar's website. **All submissions for grade assignments, changes, or extensions must be submitted through the Online Grade Assignment or Change Form workflow process.**

Access to the online form (and instructions) will be through the University Registrar's website: registrar.osu.edu.

Grade Grievances
Students who have a complaint regarding a grade must follow a specific procedure. For complete OSU Grievance Procedures, please see Faculty Rule 3335-8-23. Please see Appendix A of this document for more information.

Student NOT LISTED on roster
If a student is attending a course but is not listed on any roster for that course, the instructor should request that the student immediately add the course to his or her schedule or cease attending the course unless the student can provide evidence the course was added since the roster was printed.

There are rare circumstances in which a student legitimately attends a course and successfully completes the course with a grade but is not listed on the roster. In these cases, when the grade is submitted, it should be accompanied by a Change Ticket from the student's enrollment unit (college office) requesting that the student be added to the course. If the Registrar's Office receives a grade without a Change Ticket, they will simply file it for 3 terms and then destroy it unless the student takes action to have him/her added to the course.

Student listed on roster but NOT ATTENDING
If students are listed on the roster but are not attending any section of the course, the faculty member should file an Absence Report Form with the student's college office. Disenrollment may be requested by the faculty member for any student not attending by the third day of the term or the second class meeting, whichever is later, if the student has not notified the instructor. No student may be un-enrolled from a course until after the first class meeting following the student's registration.

All instructors are required to complete a "participation roster" during the first week of classes. The roster allows you to either answer "yes" the student has attended or participated in some way, or "no" the student has not attended and has not participated. *Note: the default is set to "yes" so you only need to complete the roster if a student has not participated or attended.*

More information about participation rosters can be found here:
https://registrar.osu.edu/participationroster/index.html

PAPERS AND ASSIGNMENTS

Undergraduate students should submit papers and assignments during class time.

When this is not possible, teachers need to be available during office hours or make other arrangements for students to submit their papers and assignments directly to the teacher.

Students may not leave papers and assignments in mailboxes or turn them into the main office. Office staff are not able to 'day/time' stamp materials.

STUDENT EVALUATION OF INSTRUCTORS (SEIs)

In accordance to *Faculty Rule 3335-3-35,* all instructors are advised to read the School's Pattern of Administration, *Section VIII Policy on Faculty Duties and Responsibilities, part B2 (Review of Teaching)* for specific instructions regarding student evaluation of teachers.

All faculty in the School will be expected to have their students use the electronic SEI teaching evaluation form for each course they teach during the year. SEI reports can be accessed at: SEI Blue

CONFERENCE ROOM RESERVATIONS

All conference rooms are scheduled by the Assistant to the Director. Students may only reserve a conference room with a faculty member's sponsorship. School meetings (Director's, P&T, etc.) take precedence over any individual room meeting reservations. Please submit conference room requests at least a week in advance. Conference room reservations can only be made after course scheduling is complete and rooms have been assigned for classes. Priority is given as follows: 1) Classes 2) School Administrative Meetings 3) Thesis/Dissertation Committee Meetings 4) Faculty Research Group Meetings 5) Student Research Group Meetings with Faculty sponsorship.

RESEARCH SPACE RESERVATIONS

Regular, Short-term Research Space Requests (Research Space Agreement)
In order to address the high demand for research space, the School has dedicated multi-use research rooms which must be reserved by faculty and grad students prior to use. The School-controlled rooms are: JR 216, JR 224, JR 233, JR 281, JR 340, JR 342, JR 381, DB 3025 and DB 3176. Arrangements can also be made to reserve university-controlled rooms (theater style, computer labs, conference rooms and regular classroom-style rooms).

Please submit your completed Research Space Agreement to the Assistant to the Director in

3016 Derby Hall as early as possible. Turn-around time for confirmation ranges from 1-week to 6-weeks, depending on the complexity of room requests, the purchase/installation of software, staff requirements, etc.

In most cases, room access is limited to School of Communication faculty and graduate students (see below). The supervising faculty member must affirm that any graduate student using research space is collecting data for their thesis or dissertation or for a faculty project. The faculty member must also provide supervision of the graduate student's use of the research lab and abide by current School policies. Undergraduates may assist with research conducted in these spaces, but a faculty member or an affiliated graduate student must be present to supervise all work conducted in the research space. Failure to provide adequate supervision may result in forfeiture of the faculty member's ability to use the facilities. The faculty member is also responsible to replace any missing, lost, or damaged equipment. Please note: The use of research space can be pre-empted by the Director of the School of Communication (e.g., to provide a place for staff to work if Derby is unusable for any reason). Research Space Requests for researchers affiliated with other SBS units

One research space, JR 233, is available to researchers who are not affiliated with the School of Communication. In addition to the standard research space policies, the following rules apply. *Eligibility.* The individual must be affiliated with another unit in SBS and must have a School of Communication faculty sponsor. SBS graduate students who are working on a project for which an eligible faculty member is PI may also use the space.

Sponsorship requirements. Any tenure-track or tenured member of the School of Communication faculty can sponsor an eligible researcher. The sponsor is responsible for training researchers who will use the space, ensuring that they understand the expectations about data integrity, space cleanliness, problem reporting procedures, etc. If a problem arises stemming from research conducted by researchers outside of the School, for example, if the research space is left in unacceptable condition, the School sponsor will share responsibility with the sponsored researcher for resolving it.

Reservations. Eligible faculty or their graduate student assistants may make space reservations using the standard reservation process. There are three restrictions on reservations unique to requests by individuals not affiliated with the School of Communication. **First**, taken as a whole, such reservations are limited to a maximum of 10 hours per week. **Second**, these reservations can be made no more than one month in advance. **Third**, if space requests are simultaneously submitted by researchers affiliated with the School of Communication and not, School affiliates get priority.

Ensuring condition of shared research spaces: (See Appendix F)
As research rooms are a shared resource, it is very important that everyone who uses them helps keep them clean and serviceable. Appropriate preparation for using the spaces is the first step. PIs (Principal Investigators) using shared lab spaces are required to include room condition instructions in their study scripts. For example, "Set up: check condition of room and notify lead

researcher if in disorder. Break down: make sure all areas are clean and equipment/supplies have been returned to the correct place." PIs are also required to include the importance of room maintenance and cleanliness in their RA training. Leaving lab facilities in good shape should be a part of the evaluation of RA performance (i.e., if they are doing this for a grade, they could be penalized.) RAs can be held liable for lab condition if they fail to notify their supervisor when they observe a problem.

In addition to preparations prior to using the space, there are also rules for addressing room condition problems if and when they arise. If an undergraduate RA encounters a lab in disorder, the individual should immediately notify his or her supervisor, and should clean the room enough to run the study. The supervisor is responsible for everything else. As soon as a grad student or faculty member learns of a lab space in poor condition, either firsthand or from an undergrad RA, s/he should: (a) Contact the Assistant to the Director to see who had the prior reservation; (b) Notify both the person holding the reservation and the corresponding PI; and (c) If the problem is egregious, for example, if it requires significant time to remedy and/or it recurs regularly, the problem should be documented by submitting an electronic report (available at http://goo.gl/QwCqGM or via the School's website) providing the name of the person who observed the problem, the name of the person with the prior reservation, the name of the PI associated with that reservation, the date, time, and state of room.

Penalties for submitted problem reports are incremental. On the **first reported offense**, the PI receives a warning and is responsible for cleaning the room at the first opportunity (without interfering with other studies). On the **second reported offense**, the PI loses access to the room for a week, and should use this time to implement corrective actions (e.g., retraining RAs or finding replacements, adjusting plans or schedules to enable more direct oversight). On the **third reported offense**, the PI loses the current reservation. If the reservation is complete, the PI loses his or her next reservation.

Unsecured Confidential Study Materials Left in Shared Research Spaces
Shared research labs, including shared storage housed in them, are not a secure location for storing research materials. Leaving confidential material in a research lab puts those materials at risk of exposure to unauthorized individuals. If a breach of confidentiality occurs, the incident must be reported to the Research Committee, which may refer the issue to the IRB. The unsecured materials will be held in the main office until the Research Committee has approved their transfer or destruction. More information about this data privacy policy is provided in the Research Handbook, which is available on the Comm Research site on Carmen.

Assignment of Individual Research Space (externally funded projects)
When possible and when justified, externally funded projects (**those that have built-in significant direct project expenses for space or those that have significant full indirects that are returned to the School**) will be provided with temporary assignment of research space. When additional space is available and if justified, newly hired faculty or those with short term research needs

may be temporarily assigned research space to help start their research programs. However, assignment of space is based on availability as well as the needs of the School and the College of Social and Behavioral Sciences and is <u>never</u> permanent. Faculty should not assume that space allocation is an entitlement.

For a complete listing of the space and technology available, please see Appendix B of this document.

EQUIPMENT CHECKOUT

ASC Tech staff (asctech@osu.edu) manage the individual equipment sign-out process.

School equipment, as noted in Appendix C of this document, can be checked out for **university business only and may not leave campus without prior electronic approval from the School**. These items are available for checkout on a first-come/first-served basis and must be reserved at least 24 hours in advance. Equipment must be signed-out Monday through Friday, 8:00 am to 4:30 pm. Typically, equipment for classroom-use is checked out for <u>one day only</u> and must be returned promptly within 24 hours of sign-out. Failure to comply may result in further requests being denied. Depending on demand, equipment may be checked out for up to one week. Requests for equipment for longer periods of time will be based on availability and other needs. Requests should be submitted to the tech office with advisor approval attached.

If needed, the School's ASC Tech support staff will assist in instruction on how to use equipment. Please see Appendix C of this document for equipment available.

FACULTY

ABSENCE FROM DUTY

Faculty are expected to be available to meet obligations to students and other constituencies and to conduct regular business, to be present for classes and office hours, and to attend School meetings while on duty. ***Faculty are on duty, even if they are not teaching classes*** unless they are on an approved leave (such as an FPL). For absences due to illness or university business travel, faculty must seek approval for the absence by completing Workday Absence Request (Workday.osu.edu).

Sick Leave
- In case of illness of the faculty member or an immediate family member, a Workday leave request should be submitted prior to scheduled sick leave or immediately upon return from unplanned sick leave: https://admin.resources.osu.edu/workday/workday-for-employees/how-to-request-time-off
- If approved, the leave will be deducted from any sick leave balance. The leave must be designated as unpaid leave if insufficient sick leave is available.

Business Leave
- If travel is funded in whole or in part through the university (School, other department or grant funds), a Workday Spend Authorization (see job aid at: https://admin.resources.osu.edu/workday/workday-for-core-users-finance/how-to-travel) must be submitted and approved <u>prior</u> to the trip. Detailed travel instructions are in Appendix X.
- If the business travel is not funded through the university, a business leave request must be submitted.
- The request must state how classes and other duties will be covered during the absence.

Unpaid Leave
- Unpaid leave for absences other than illness should be a rare occurrence. Faculty rule 3335-5-08 states that "Absence of any member of the teaching staff from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of his or her chair or director and of the dean of the college and, if for longer than ten days, with the approval of the executive vice president and provost." Approval will be based on but not limited to the nature of the request, the extent to which responsibilities can be covered during the proposed absence and the impact on the department.
- "Unpaid Time Off" should be selected as the "Leave Type" on the Workday Absence request.

Faculty must notify the School of Communication main office (292.3400) if they will be absent from class.

For Information on paid leave programs, see OHR policy 6.27 for details: http://hr.osu.edu/policy/policy627.pdf. For Information on unpaid leave programs, see OHR policy 6.45 for details: http://hr.osu.edu/policy/policy645.pdf

COMPUTERS AND PRINTERS

The School of Communication will provide newly hired faculty IT equipment (computer or laptop). The College will also provide replacement equipment as part of its newly implemented Computer Replacement (Refresh) Program. This program is aimed to bring the entire College up to base-level hardware, software, security, and functionality standard. The college will provide a standard level of options however faculty will be able to purchase above these levels using their own research or other funds. In addition, faculty are permitted to use their own research accounts or other funds for additional technology purchases (e.g., special monitors, office printer, hardware, toner, etc.).

Large print requests: As noted, printers are to be used for teaching support and class work only. Personal papers/printing jobs must be done at alternative sites (FedEx Office or UniPrint) at your own expense.

SUPPLIES

General office supplies (pencils, pens, tape, etc.) are located in the supply cabinet behind the front desk in 3016 Derby Hall. For more substantial supplies (paper, folders, etc.), please speak with a staff member in the main office.

In general, the School provides only basic supplies. If a faculty member has a more extensive, research-specific supply need, he or she must purchase supplies through the pre-approval process using start-up funds, research funds, Miller Award, Directors Award, etc.

The School will supply, for those faculty with individual office printers, no more than two cartridges per fiscal year. Please submit a ticket to the SoC IT staff: asctech@osu.edu

COPYING & SCANNING

The School will assign each faculty member a code and semester copy allocation for the copiers. Approximate copy allocations will vary each term depending on number of courses taught, class sizes, and School resources. Due to the limited nature of resources, whenever possible, faculty should submit course copy requests to the front desk. Copy requests left at the front desk that are teaching related will not be counted towards the faculty member's term allocation. Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be

submitted as early as possible but no less than 2-3 full business day in advance. For larger classes (ex: 1100 and 1101) requests should be placed at least four-five full business days in advance.

Faculty may also utilize the front desk staff (hourly student workers) for small copying needs related to conference presentations, publications, and annual review packets. Again, all such requests must be submitted at least 2-3 full business day in advance.

The copy machines are to be used for class-related documents such as exams, handouts, and syllabi and small research needs (e.g., conference papers IRB proposals, etc.). Course packets should be placed on reserve at the library or taken to an outside facility such as FedEx Office or UniPrint for students to purchase.

Small research related copy needs may be accommodated using the faculty member's copy code. Large research projects including but not limited to survey questionnaires or experimental protocols must be purchased through UniPrint.

Please see the University Library Website for rules regarding copyrighted materials. https://library.osu.edu/copyright .

Personal copying is not permitted.

SCANNING:
Scanning requests may be submitted to front office students if available. Lead time is four full business days.

FAXES

The School no longer maintains facsimile capabilities. Rather, faxes are received and sent through staff OSU email. Personal use is strictly prohibited.
See   https://ocio.osu.edu/blog/community/2020/06/15/fax-server-upgrade-lets-you-fax-from-your-computer to fax from your computer

MAILING

The School will provide metered mail service for work-related mailing. Priority or special delivery is to be used only in emergency situations and only with approval from the main office.

The School will not provide postage for the mailing of survey instruments. Faculty members who wish to mail such items must seek approval through the pre-approval process. Postage must be charged to faculty project or other non-general School funds.

TRAVEL

The School of Communication travel policy is in addition to any University policies. The University Travel Policy can be found at   https://osutravel.osu.edu/policy

Each tenure track faculty member is eligible to request School funding of up to $1,500 for authorized business travel expenses or online conference attendance on behalf of the School of Communication for the fiscal year July 1-June 30. Funds may not be carried over into the next fiscal year. There is no limit on the number of trips that may be taken. Faculty may also request to use other funding sources for travel (e.g. faculty research funds, external grant funds, etc.). ***In all cases, pre-approval must be obtained prior to making travel arrangements and the travel must have a documented university business purpose. Please see*** WorkDay Spend Authorization/Travel Instructions | School of Communication (osu.edu) ***for instructions and*** New Fiscal Year 2022 Travel Guidelines | Office of Business and Finance (osu.edu) ***for travel guidelines.***

Faculty should average at least one major communication conference (ICA, NCA, or AEJMC) each year and should be listed on the program for one of these conferences when requesting Schools funds for the travel. Faculty may request to use the remainder of their annual School travel funding for other university business travel purposes, such as poster presentations, regional conferences, workshops, serving on panels, etc.

For international travel, if available, the School will submit a request for SBS international travel grant funding **after** the School Director has approved the School funding and upon receipt of a letter requesting the SBS funds, along with documentation of the paper to be presented, from the traveler. SBS funds are intended to provide support for faculty researchers who are presenting findings at an international meeting (this does not include the North American continent). Requests for international travel must be submitted **at least two months in advance**.

CONDITIONS FOR REIMBURSEMENT

1. The travel request must have been **submitted and approved prior** to the departure date of the trip. Documentation of the business purpose must be attached to the travel. Travel should not be presumed approved unless/until an email notification has been received via Workday.

2. University travelers must incur the lowest reasonable travel expenses and the expense must be allowed by university policy (Travel policy (osu.edu)). Please note, all airfare must be prepaid through Concur, OSU's contracted vendor. All added expense due to personal time during the travel must be paid by the traveler.

3. **Original** itemized receipts with proof and method of payment **must** be provided for expenses such as lodging, registration and transportation within 60 days of the date the expense was incurred. Eligible meals will be reimbursed based on federal per diem limits. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates. Payment must not exceed the conference rate at the conference/convention site. If there is not a designated conference hotel, the expense should not exceed 1.4 times the federal lodging rate for the business travel location. Federal per diem rates for each state and country can be found at Per Diem Rates | GSA (domestic) and U.S. Department of State | Home Page (international). If

any portion of a travel is prepaid and the trip is cancelled or changed by the traveler, except for approved documented medical reasons, **the traveler must repay the School for all costs associated with the prepayment, cancellation, or change.**

4. All receipts must be submitted as soon as possible and **no later than 60 days** from the date the expense was paid or incurred.

5. The School will provide the graduate program with funds for graduate student travel based on income generated from the Martha Brian Endowment. The School's Graduate Handbook outlines procedures for applying and how the money is awarded.

Funding is contingent on School availability of resources and this policy can be updated accordingly at any time.

STAFF

HOURS OF WORK

All staff members will have an approved, set schedule that will be evaluated on a semester basis (or more frequently if needed). Approval of staff schedules will be made with consideration towards the needs of the School, individual office operating hours, and adequate coverage for each office as determined by the Administrative Manager in consultation with the Director.

Scheduled hours must be approved by the Supervisor and must include a lunch break.

Any variation to the approved work schedule requires approval by the supervisor. If you begin work later than scheduled or conclude earlier than regularly scheduled, you must use the appropriate leave (vacation, sick, or unpaid). Please see section titled "Absence from Duty, Vacation, & Sick Leave" for additional information.

To ensure office coverage during regular work hours, an individual's work schedule may be adjusted as needed. All attempts at planning in advance for office coverage will be made; however, exempt and/or non-exempt staff may be required to stay beyond regular working hours if coverage is necessary. Non-Exempt employees may not stay later than their appointed time and may not work overtime or compensatory time without their supervisor's prior approval.

ABSENCE FROM DUTY, VACATION, & SICK LEAVE

Time off Duty
ALL employees are required to complete an online leave request when absent from work during regularly scheduled hours. For absences due to illness, vacation, or unpaid leave, staff must seek approval for the absence by completing an absence request in Workday.

An absence request should be submitted prior to vacations or scheduled medical appointments or upon return from unplanned sick leave as soon as possible. Vacation or extended sick time should be scheduled at least a week in advance except in emergency situations. The employee's supervisor or the Director may request documentation to support sick leave requests.

Call-off procedures
Staff should email their supervisor to report unplanned absences due to illness or other circumstances. To ensure confidentiality, only limited information should be reported when notifying the main office of an unplanned absence. If additional information is needed, the Administrative Manager or Director will contact you to obtain the necessary details.

Staff must notify their supervisor and make a notation on the shared calendar on-line if they will be absent from work for any reason, other than lunch, during regularly scheduled hours. Common reasons listed on the shared calendar for being away include, but are not limited to,

meetings, medical appointments and vacation time. Departure and return times should be indicated in these notifications.

Staff may only use sick and vacation leave up to and including the accrual balance in Workday. Leave without pay may be requested but should not be routine and is subject to approval. Accumulation of disapproved time may subject the staff member to coaching and/or corrective action per University policy and procedure.

Vacation Time Request/Approval
Vacation leave requests should be coordinated with co-workers to ensure office coverage and must be approved by the School in advance of the requested absence (two weeks to several days prior is typically the accepted lead time for a request).

Staff members should avoid requesting vacation during times of high-volume work (e.g., the first day of class). Leave requests submitted during these times may not be approved. Vacation leave must be submitted on-line and approved **prior** to the date of the requested vacation. It is recommended that travel plans should not be finalized until approval is obtained by the supervisor.

STAFF SUPERVISION

It is expected that the staff understand their responsibilities to the School and to their jobs. Staff supervision will be structured as follows:

Staff	Supervisor(s)
Administrative Assistant to the Director	Director, Administrative Manager
Administrative Manager	Director
Fiscal Officer	Administrative Manager
Resource Data Analyst	Director, Administrative Manager
Student Services Manager	Director, Director of Graduate Studies, Director of Undergraduate Studies, Administrative Manager
Systems Manager	ASC Tech/ Director, Administrative Manager
Systems Specialist	ASC Tech/ Director, Administrative Manager
Undergraduate Advisors	Student Services Manager
Undergraduate Office Coordinator	Student Services Manager, Administrative Manager

Please note that although individuals may have specific supervisors, the Director is ultimately responsible for all staff members.

ANNUAL REVIEW AND MERIT INCREASE

Each spring, supervisors are required to review their staff members according to the staff supervision chart and the university annual merit-based compensation process. Each staff member will be asked to provide a self-evaluation prior to the review. After the review has been written, each employee will meet with his or her supervisor to discuss his or her review.

Staff raises are merit-based and will be determined by performance evaluations as well as University, College, and School budget considerations.

Raises become effective September 1 for staff.

COMPUTERS & PRINTERS

The School and/or College will provide staff with a computer to meet the business needs of the position. Upgrades to office computers will take place approximately every three to five years, per ASC Computer Refresh/Replacement program.

Printers are to be used for business use only and appropriate computer use is outlined in via University Policy.

COPYING

Staff will be given a semester copy allocation. If a student assistant is available, staff members may submit copy requests to the front desk. Copy requests should be submitted at least 1 full business day in advance. Faculty copy requests related to teaching are prioritized.

PURCHASE REQUESTS

Staff must utilize the pre-approval process prior to any expenditure.

FAXES

The School no longer maintains facsimile capabilities. Rather, faxes are received and sent through staff OSU email. Personal use is strictly prohibited.
See https://ocio.osu.edu/blog/community/2020/06/15/fax-server-upgrade-lets-you-fax-from-your-computer to fax from your computer

FLEXIBLE WORK POLICY

Consistent with the university's Flexible Work Policy (https://hr.osu.edu/wp-content/uploads/policy612.pdf), the School of Communication "supports flexible work arrangements to achieve a highly productive work environment that enables staff to balance work and personal needs while providing workforce predictability and stability." Flexible work schedules are reviewed each term and may include work hours that vary from established university hours or telecommuting. Staff requests will be evaluated based upon the duties of the position and the overall ability of the office to provide services based upon all of the staff requests for that term. Staff requests must be submitted to direct supervisors for further approval.

Due to the Covid pandemic in 2020, the University led and established the policy for in-person and remote work in order to help ensure the safety of students, faculty and staff. In the event of another, or on-going, pandemic or other event, the School will follow established policy set by the College and University. This may include, but is not limited to, partial or fully remote work schedules in addition to staggered schedules in order to maintain services while keeping staff safe. Policy for the School will be set by the Administrative Manager and Director, in conjunction with the College and University

MAILING

The School will provide postage for work-related mailing only. Priority or special delivery, work-related, is to be used only in emergency situations and only with approval from the School Administrative Manager.

SUPPLIES

General office supplies (pencils, pens, tape, etc.) are located in the supply cabinet behind the front desk in 3016 Derby Hall. More substantial supplies are located in the closet in 3016 Derby. Special supply requests should be submitted through the pre-approval process.

TRAVEL

Staff who have a travel need should speak with their supervisor who will consult with the Administrative Manager and then submit a pre-approval request at (comm.osu.edu, About Us, Internal Resources, eTravel Instructions).

GRADUATE STUDENTS

Please refer to the School of Communication Graduate Manual
https://comm.osu.edu/graduate/current-students/resources

LECTURERS

ABSENCE FROM DUTY:

Lecturers are required to complete an online absence request in Workday prior to scheduled sick leave or upon return from unplanned sick leave.

An absence request should be submitted prior to scheduled medical appointments or upon return from unplanned sick leave as soon as possible. Extended sick time should be scheduled at least a week in advance except in emergency situations. The employee's supervisor or the Director may request documentation to support sick leave requests at his or her discretion.

All lecturers are required to email their students and email the Assistant to the Director if they will be late to or absent from class. If a lecturer must cancel class due to illness, he or she is required to use sick time for classes missed. All other absences must be preapproved by the School Director.

Requests for leaves of absence should follow the process outlined in The Ohio State University paid leave program policy 6.27, http://hr.osu.edu/public/documents/policy/policy627.pdf

OFFICES, COMPUTERS, AND PRINTERS

Lecturers will be provided with an office, computer workstation, phone, and access to a printer. Individuals may share an office and computer with other lecturers employed at the School. Such assignments may be based on type of appointment, the available space, and the needs of the School.

School computers and printers are to be used for teaching support and class work only.

SUPPLIES

General office supplies (pencils, pens, tape, etc.) are located in the supply cabinet behind the front desk in 3016 Derby Hall. Please contact the main office staff for more substantial supplies (paper, folders, etc.), however, in general, the School provides only basic supplies.

Please note that lecturers are limited to a maximum of 6 reams of paper per year (or 3 reams per teaching term). Lecturers should submit a ticket to Technology Support staff for toner cartridges.

COPYING

The School will assign each Lecturer a code for the copiers. Term allocations are based on the number and size of the courses he/she is teaching. Due to the limited nature of resources, lecturers should submit course copy requests to the front desk. Copy requests submitted to the

front desk that are teaching related will not be counted towards the lecturer's term allocation. Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but no less than two-three full business day in advance to allow enough time for all requests to be accommodated. For larger classes (ex: 101 and 200) requests should be placed at least four-five full business days in advance.

Please see a member of the front desk staff for assistance with the copy machines.

FAXES:

The School no longer maintains facsimile capabilities. Rather, faxes are received and sent through OSU email. Personal use is strictly prohibited.
See https://ocio.osu.edu/blog/community/2020/06/15/fax-server-upgrade-lets-you-fax-from-your-computer to fax from your computer

LECTURER PROFESSIONAL DEVELOPMENT FUND

A limited number of Professional Development Grants in the amount of up to $750 per person are available annually to School of Communication Full-Time Lecturers. These grants may be used for conference attendance or general professional development.

Detailed proposals, due by September 15th to the Assistant to the Director, must include an itemized description of potential expenses as well as a narrative section detailing the request and how it would directly benefit the teaching of students in one or more of the classes to which the lecturer is normally assigned (the relevant class or classes should be identified, and the nature of the benefit specified).

All submissions would be in the form of pre-approval for future expenditures if approved. Proposals received by the deadline will be evaluated and rank-ordered with respect to those that best meet the criteria by the Director of the Communication Undergraduate Studies Program. The number of grants that can be provided based on this list will be determined by the Director's office, and recipients will be notified by October 15th.

Please follow Travel guidelines for faculty should a grant be awarded.

MAILING

The School will only provide metered mail service for the purpose of mailing teaching related documents.

APPENDIX A, GRADE GRIEVANCE PROCEDURE

(For complete OSU Grievance Procedures, see Faculty Rule 3335-8-23. The School has added #2 to facilitate the grievance process for the student.)

If a student has a complaint regarding a grade*, the student should take these steps.
1. Discuss the issues with the class instructor(s) (faculty member and/or TA).

2. If for any reason the student feels unable to talk to the individual(s) named above or cannot contact the individual(s), the student should be directed to the School Advising Office.

   The advisor's responsibility is to facilitate the student's access to the teaching staff as well as the student's presentation of his/her case.

3. If the situation is not resolved to the student's satisfaction, the student may present his/her case to the Undergraduate Program Chair.

4. If the situation remains unresolved, the student may submit a detailed written statement (along with any pertinent class material - e.g., syllabus) to the School Director (via the Director's Assistant) who will appoint a review committee. The committee members will be given a copy of this submission and will consult with both the instructor and the student.   They shall then determine the validity of the grade grievance due to grading procedures. The review committee shall make its findings known in writing to both the student and the instructor within thirty days of the student's request to the chairperson. If the committee finds that a procedural error has occurred and if the instructor declines to accept the findings of the review committee, the committee shall consider the reasons for not authorizing a grade change given by the instructor and may, upon consideration of these reasons, authorize in writing a grade change to be instituted by the School Director.

   If the instructor is no longer affiliated with the university, the findings of the committee shall be reported to both the student and the instructor. If the instructor chooses not to respond, the judgment of the committee shall prevail. If the instructor responds and declines to accept the findings of the committee or claims that a procedural error has occurred, the committee shall consider the reasons for not authorizing a change given by the instructor. In either case, the committee may, upon due consideration, authorize in writing a grade change (if such can be determined) to be instituted by the School Director.

5. If the School committee can find no academic basis upon which to recommend an appropriate grade for the course, the student shall be given the option of having the course stricken from the student's record and, if so desired, to retake that course without prejudice or penalty.

*An important note about grade changes: OSU rules allow that grades be changed only if there has been an error in grade processing or grading procedures. No opportunities or leniencies may be granted to one student that are not granted to all. Thus, a student's grievance that rests on claims of personal hardship cannot be handled as a grade grievance. Rather, these concerns require a petition to the college office.

Primary Research Space Descriptions

(All departmental computers are licensed for SPSS, MediaLab/DirectRT 2016, Adobe Creative Cloud, and Microsoft Office.)

Derby Hall

3025 **(Research Space: Survey Response Lab)**
- Seating for 6
- Six Windows computers

3176 **(Multimedia Classroom)**
- Seating for 40
- 40 iMacs
- Three digital projectors
- Multimedia instructor podium with computer

3180 **(Graduate Student Computer Lab)**
- Seating for 8
- Eight Windows computers

3180A **(Distance Instructional Studio)**
- Video camera and lecture capture hardware

Journalism Building

106 **(Miller Communication Classroom)**
- Seating for 60 (50 at movable tables, 10 around room)
- Digital projection system (projector and 4 LCD TVs)
- Wireless microphone
- Podium equipped with laptop computer and secondary connection (computer and/or audio)
- Solstice pod (used to project content from laptops or mobile devices to screens)

216 **(Computer/Instructional Lab)**
- Seating for 48
- 48 Windows laptops in convertible desks
- Creston touch screen equipment control panel
  Auxiliary laptop input
- 4 Solstice pods (used to project content from laptops or mobile devices to screens)

224 **(Computer/Instructional Lab)**
- Seating for 32
- 32 Windows laptops in convertible desks
- Crestron touch screen equipment control panel
- 3 wall-mounted LCD screens
- 3 Solstice pods (used to project content from laptops or mobile devices to screens)

231   (Staging area for 233)
- 14 electronic lockers with programmable codes
- Seating   for   4

233A suite (4 Human-Computer Interaction Rooms w/ Control Center)
- Four two-seat stations (8 seats total)
- Four Windows towers
- Auxiliary HDMI input
- Wall-mounted LCD monitor in each room
- 2-way intercom system
- Overhead camera and ceiling-mounted microphone
- DVR recording capabilities (via USB and network file share)

233B suite (5 Human-Computer Interaction Rooms w/ Control Center)
- Five single-seat stations (5 seats total)
- Five Windows towers
- Auxiliary HDMI input
- Wall-mounted LCD monitor in each room
- 2-way intercom system
- Overhead camera and ceiling-mounted microphone
- DVR recording capabilities (via USB and network file share)

281   (Media Convergence Lab)
- Seating for 34
- Digital projector
- Podium with MacBook Pro
- 7 Apple Tv's (used to project content from laptops or mobile devices to screens)

340   (Geo-wall Lab)
- Two PCs with standard ASC software.
- Geo-wall system (dual DLP projectors using polarized light to simulate 3D on a flat wall-mounted screen).
- Conference table.

342   (Communication Methods Lab)
- Seating for 40
- 40 Windows laptops in convertible desks
- Digital projector

381   (Audience Response Lab)
- 15 iMacs
- Seating for 20
- Five signal participant rooms (each including an iMac).
- Two multi-participant rooms (2 iMacs in each)
- One large room with mobile cubicles for survey completion (6 iMacs)

APPENDIX C, EQUIPMENT AVAILABLE FOR CHECKOUT

General Equipment

Arrangements for check out should be made as far in advance as possible to ensure the availability of equipment. Ideally, one semester in advance.

- Mac & PC laptops
- Apple Products (Adapters, Ipads)
- Presentation pointers with laser
- Digital Camera - Canon 3-megapixel
- Digital Camcorder –Sony Handycam
- Tripods
- Portable Digital Projector (2)
- Projector in wheeled case (4)
- Portable projection screen
- Cables (VGA, Audio, HDMI, network, power, etc.)

Please contact the IT office if something you need is not listed for availability.

FACULTY CONFERENCE TRAVEL SUPPORT POLICY

Each tenure track faculty member is eligible to request School funding of up to $1,500 for authorized business travel expenses or online conference attendance on behalf of the School of Communication for the fiscal year July 1-June 30. Funds may not be carried over into the next fiscal year. There is no limit on the number of trips that may be taken. Faculty may also request to use other funding sources for travel (e.g. faculty research funds, external grant funds, etc.). ***In all cases, pre-approval must be obtained prior to making travel arrangements and the travel must have a documented university business purpose. Please see*** [WorkDay Spend Authorization/Travel Instructions | School of Communication (osu.edu)](#) ***for instructions and*** [New Fiscal Year 2022 Travel Guidelines | Office of Business and Finance (osu.edu)](#) ***for travel guidelines.***

Faculty should average at least one major communication conference (ICA, NCA, or AEJMC) each year and should be listed on the program for one of these conferences when requesting Schools funds for the travel. Faculty may request to use the remainder of their annual School travel funding for other university business travel purposes, such as poster presentations, regional conferences, workshops, serving on panels, etc.

For international travel, if available, the School will submit a request for SBS international travel grant funding **after** the School Director has approved the School funding and upon receipt of a letter requesting the SBS funds, along with documentation of the paper to be presented, from the traveler. SBS funds are intended to provide support for faculty researchers who are presenting findings at an international meeting (this does not include the North American continent). Requests for international travel must be submitted **at least two months in advance**.

CONDITIONS FOR REIMBURSEMENT

1. The travel request must have been submitted and approved prior to the departure date of the trip. Documentation of the business purpose must be attached to the travel.

2. University travelers must incur the lowest reasonable travel expenses and the expense must be allowed by university policy ([Travel policy (osu.edu)](#)). Please note, all airfare must be prepaid through Concur, OSU's contracted vendor. All added expense due to personal time during the travel must be paid by the traveler.

3. **Original** itemized receipts with proof and method of payment **must** be provided for expenses such as lodging, registration and transportation within 60 days of the date the expense was incurred. Eligible meals will be reimbursed based on federal per diem limits. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates. Payment must not exceed the conference rate at the conference/convention site. If there is not a designated conference hotel, the expense should not exceed 1.4 times the federal lodging rate for the business travel location. Federal per diem rates for each state and country can be found at [Per Diem Rates | GSA](#) (domestic) and [U.S. Department of State | Home Page](#) (international). If any portion of a travel is prepaid and the trip is cancelled or changed by the traveler, except for approved documented medical reasons, **the traveler must repay the School for all costs associated with the prepayment, cancellation, or change.**

4. All receipts must be submitted as soon as possible and **no later than 60 days** from the date the expense was paid or incurred.

5. The School will provide the graduate program with funds for graduate student travel based on income generated from the Martha Brian Endowment. The School's Graduate Handbook outlines procedures for applying and how the money is awarded.

Funding is contingent on School availability of resources and this policy can be updated accordingly at any time

Lab space policy changes: For Faculty and graduate students

• PIs (Principle Investigators) using shared lab spaces must:

— Include the importance of room condition in their RA training

— Include room condition instructions in their study scripts

• When you find or are notified of a lab in disorder, you must:

— Use the online calendar to see who used it last

— Notify the person with the reservation and the PI, if different

— If room condition merits formal complaint, submit an online report using this link: http://goo.gl/QwCqGM (the link can also be found on School's website)

• If you find or are notified of any research data or information about participants in other studies, either in print or digitally, you must:

— Immediately close any digital files, noting which computer and software was in use.

— Ensure that printed material is immediately placed in the locked drop boxes found in Journalism (rooms 233, 339, 347, 381) or the faculty mail room in Derby. **Do not examine the materials or attempt to identify who they belong to** as this could entail a breach of participant confidentiality

— If printed materials do not fit in the drop box, immediately move them to the main office. If the main office is closed, you may store them in a secure location, typically a locked office, until the main office is open. The materials may **not** be taken off campus.

— Notify the Research Committee that you have done so using this link: https://goo.gl/47uuQu (the link can also be found on School's website)

• Penalties for lab condition complaints:

— First time, PI receives a warning and is responsible for cleaning the room at the first opportunity (without interfering with other studies)

— Second time, PI loses access to the room for a week, and should use this time to implement corrective actions

— Third time, PI loses the reservation

• Penalties for leaving materials unsecured: This is dictated by IRB policy. **Penalties can be severe**

Lab space policy changes: For Undergraduate RAs

• You must always ensure that any lab spaces you use are clean and orderly before you leave:

— No study materials left in room (e.g., study scripts, stimuli, data collection forms, etc.)

— All waste placed in an appropriate receptacle (e.g., garbage, recycling bin)

— Desks and chairs arranged neatly

• If you find a lab space that is unclean or disorderly, you must:

— Report it to supervisor immediately, including both a description of the problem and what you did to remedy it

— Clean the room enough to proceed with study

• If you find any forms containing research data or information about participants in other studies, either in print or digitally, you must:

— Immediately take printed materials to your supervisor. **Do not examine the materials or attempt to identify who they belong to** as this could entail a breach of participant confidentiality.

— Immediately close any digital files, and immediately notify your supervisor of the room, the computer, and the software where the file was found.

• RA evaluations are based in part on room condition.
Failure to meet the requirements described here can affect whether you are allowed to be involved in future research

APPENDIX F, TECHNOLOGY POLICY: SUPPORT REQUESTS AND SOFTWARE POLICY

Support Requests:

In order to ensure that support requests are documented and prioritized appropriately, please use our college's IT ticketing system for technical support requests. Email intended for our school's local IT staff should be sent to our central IT ticketing system at asctech@osu.edu. Support requests will be visible to our entire IT staff, including IT Manager, IT Systems Specialist and all student employees. Automated emails will be sent to document progress and to verify resolution.

Institutional Data Policy:

Faculty, students, and staff are responsible for maintaining compliance with the security policies and standards set forth by the Office of the Chief Information Officer. Full details on the policy are documented at the following URLs: https://cybersecurity.osu.edu/security-policies-standards

Questions about IT security/compliance should be directed to asctech@osu.edu. Exceptions to those policies will need to be documented and may require approval by the dean.

Software Purchases:

All software purchases must be approved by our college's Director of Risk Management and Governance. In order to avoid purchasing delays, all software purchases (including web hosting and research application development) should be documented in the IT ticketing system early on in the planning process.

The following information should be included in an email directed to asctech@osu.edu:

- Classification of data to be entered into the software/service
- Brief description of the intended use for the software
- Date needed

This information will be reviewed by local IT staff and ASC IT leadership on a case-by-case basis. The goal is to maintain compliance with university IT policy without impeding research or business. School IT staff will do everything possible to ensure that requests are fulfilled as quickly and efficiently as possible.

Faculty may request undergraduate teaching assistants to support their teaching efforts. Eligible students must be at least in a Rank 3 status and have received no less than a B+ in the course for which they are applying to assist. All positions are for course credit only. Examples of basic duties for these students include but are not limited to: offering in-class assistance, assisting with basic grading and creating quizzes, leading in-class discussions, assisting with Carmen, and providing lab assistance. Undergraduate TAs should not be in charge of a class OR involved in grading subjective work.

Undergraduate TAs have the option of earning 2-3 credit hours in COMM 4193 (independent study). In order to receive these credits, the student must (a) write a 10-15 page report on their experiences as TAs (including relevant literature review); (b) complete an exit interview with the responsible faculty member; and (c) complete a questionnaire about their experiences for future improvement efforts. The responsible faculty member will grade the report, conduct the exit interview and submit the grade for the student.

If interested in employing an undergraduate TA, please contact the Student Services Manager to confirm the student meets all eligibility requirements and for assistance in enrolling the student in COMM 4193 credit.

Policy and Procedures

The purpose of the Student Instructional Assistant (SIA) initiative in the School of Communication is to provide an opportunity for undergraduate communication majors to be compensated for providing instructional help, primarily grading, in our large lecture courses. The initiative will also help SIAs solidify their knowledge of communication and the pedagogical issues related to student learning and the teaching of communication.

General Guidelines

The Undergraduate Advising Office will coordinate the Student Instructional Assistant program. Students are encouraged to apply for a SIA if they have an interest in teaching, have undergraduate status at OSU, good academic standing at OSU, completed 12 hours of COMM coursework beyond pre-major courses, and have received no less than an A- in Communication 1100 and 1101. The School of Communication will pay SIAs an hourly rate to grade exams and assignments under the supervision of a graduate teaching assistant or faculty instructor.

Recruiting: To obtain an SIA, faculty are encouraged to contact students they believe would be effective graders in their courses. Interested students will complete an online Qualtrics application and submit it to the Undergraduate Advising Office. Student applications will be due by April 26[th]for the Autumn term and by October 31st for the Spring term. The instructor of record will ultimately be responsible for selecting students for any SIA positions for their courses. The Undergraduate Advising Office for the School will coordinate interviews with selected students and the instructors of record and notify students via email.

The instructor of record can decide which section the student should attend and/or which graduate TA the student is to assist. The School views SIAs as an asset to graduate TAs or instructors with the understanding that supervision will be necessary. SIAs are not permitted to miss their own classes to attend to their grading duties.

Training: Training for SIAs will take place prior to the start of each semester, with exact dates announced by the course instructor/supervisor. The instructor of record for the course is responsible for developing clear rubrics for each assignment SIAs will use, and training will provide SIAs the opportunity to learn to use each rubric. Instructors of record and/or supervising graduate teaching assistants will conduct this training as part of their course assignment.

SIA Activities: Each individual instructor will determine the tasks with which SIAs will be involved. Typical responsibilities may include:

- Assisting with conducting and grading examinations
- Grading student assignments with clearly formed rubrics
- Answering student questions via e-mail
- Moderating/participating in online discussions
- Reviewing assignments with students and giving formative suggestions on paper drafts

- Providing lab assistance

In large lecture courses SIAs will report to a supervising graduate teaching associate.

At the end of the term, the instructional of record and/or the supervising graduate teaching associate will evaluate the SIAs.

Conditions

The School will ask all SIAs to sign an agreement indicating that they will treat all information about the students they encounter in the course of their work as strictly confidential.

SIAs will ONLY grade assignments and examinations for which:
a.   Instructors have developed clear rubrics for SIAs to use in assessing student submissions.
b.   Instructors have provided training to SIAs
c.   SIAs have demonstrated their reliability in grading student submissions accurately and consistently.

APPENDIX I, LISTSERVS

The School of Communication listservs are :

Faculty/Staff/Lecturers   OSUschofcomm@lists.service.ohio-state.edu

Grad Students   jcgrdpgm@lists.service.ohio-state.edu

Tenure Track Faculty   ttcommfac@lists.service.ohio-state.edu

Research Affiliates   commresaff@lists.osu.edu

The department listservs are designed to support the research, teaching, and working functions and intellectual engagement of members of the department. The following recommended practices aim to help us use the listservs efficiently and respectfully as a shared online space.

1. Determine whether the listserv is the most appropriate medium for posing your question, concern, comment, or announcement. Could you write a direct email or stop by someone's office to convey the information? If the information is only tangentially related to the department or unrelated to it, could you instead post your message through a non-business service, such as Facebook, Instagram, or Twitter?
2. Include a descriptive subject line for your message.
3. For announcements that would benefit the entire department use both jcgrdpgm and OSUschofcomm, narrow the audience of your message to fewer listservs when appropriate.
4. Announcements of personal publications should be submitted to Mary Sterenberg.2 for School wide publicity.
5. If your message is intended for a specific recipient, email that recipient directly—even if the conversation began as a message to the entire listserv.
6. Please do not forward personal emails from another party without the sender's permission.
7. The university allows employees to use its computing resources for minimal personal use that does not interfere with work. But users should "refrain from using those resources for personal commercial purposes or for personal financial or other gain." For more information, see the university's **Responsible Use of University Computing and Network Resources Policy**.
8. Consider that what you assert as a practice of free speech, humor, or opinion actually may create an unwelcoming or hostile environment for some recipients of your message. Do not assume that everyone shares your perspective.
9. The listserv will remain free of hate speech, including generalizations, mischaracterizations, and attacks on individuals or groups based on race, class, gender, gender expression, sexual orientation, ethnicity, national origin, language(s), ability, religious belief, or veteran status.
10. Personal attacks are unacceptable on the listserv and sustained disagreements should be addressed discreetly.
11. The listserv and email communication through or to university accounts may not contain libel, infringe on copyright laws or invade employee or student privacy [pdf]. For more

information, see Virtual Legality: An Overview of Your Rights and Responsibilities in Cyberspace.

12. Remember that because The Ohio State University is a public institution, email and listserv communications can be matters of public record.

1. Log into WorkDay https://workday.osu.edu/
2. Type **Create Spend Authorization** in the search bar and hit enter
3. Select the **Create Spend Authorization** link
4. Under **Spend Authorization Information**, complete all fields (even the fields without a red asterisk).
   - **Company**: This field auto populates based on the organization you are assigned to
   - **Start/End Date:** This is the departure and return date for the trip. This will default to today's date, click on calendar icon to the right to select the appropriate dates.
   - **Description:** This is a free form field for you to enter a short description of the trip. Enter the event you plan to attend (e.g.: International Communication Association conference).
   - **Business Purpose**: Choose one of the appropriate business purpose options that best describes the type of travel (e.g.: Conference, Professional Development).
     If this trip has no associated costs (e.g.: third party assistance), select Travel Without Expenses. A small dollar Spend Authorization Line is still required.
5. Under **Spend Authorization Details**
- **Reimbursement Payment Type:** This field auto populates based on information you have provided to Payroll. There are no changes permitted.
   - **Justification:** Enter a statement that explains the reason behind the business trip. It must include details of the action (what, when, where, and why).

6. Under **Spend Authorization Lines** click the **Add** icon to enter each travel expense. Below are the main expense types for a typical trip. *Each expense type will have default worktags. The administrative staff will edit the worktags as needed. *

Airfare
   - Click the **Add** icon to enter each travel expense line
   - In the **Expense Item** field type **Airfare**.
   - Enter an estimate in the **Total Amount** field.
   - Add a business purpose in the **Memo** field. Provide details if personal time will be included with business travel (e.g.: what dates are business travel, what dates are personal travel).
   - Leave the Cash Advance Requested checkbox blank.
   - Under **Item Details** select your Departure and Arrival dates, Class of Service (Coach/Economy), and type in the Origination and Destination. Upgraded seating will NOT be covered/reimbursed by the School
   - Attach the preferred flight itinerary from the contracted travel agency website, CTP. Graduate students are NOT required to use CTP.
     If personal time is included with business travel, attach a reasonable flight cost comparison for business travel days only. The flight cost comparison MUST BE PULLED AT TIME OF BOOKING through CTP and be TIME/DATE stamped. Otherwise, it will not be eligible for reimbursed. Any travel that includes either

personal travel or has substitute travel options (ie, personal car in lieu of car rental) will require an ASC Comp form to be completed.

Booking Airfare:
Employee airfare must be procured through the university's contracted travel agency Corporate Travel Planners (CTP) with an approved Spend Authorization number. Please note that graduate students are NOT required to book through CTP.
Please wait to book airfare until there is an approved Spend Authorization.
Regarding CTP: To access their website, go to https://busfin.osu.edu/buy-schedule-travel/travel and click **Book Travel Online**. Use the **Trip Search** tool to find your preferred flight itinerary, view rates, and gather a flight cost comparison when applicable.

Under **Profile/Profile Settings, click on Setup Travel Assistants** to add both sheth.27@osu.edu and robertson.369@osu.edu as travel assistants and check "Can book travel for me". Faculty should check that Sam Sheth "Is my primary assistant for travel". Grad students should check that Kayla Robertson "Is my primary assistant for travel".

Lodging
- Click the **Add** icon to enter each travel expense line
- In the **Expense Item** field type **Lodging**.
- In the **Quantity** field, enter the number of nights (if additional lodging is needed for more legs of the trip, add another Spend Authorization Line for lodging).
- Enter the nightly rate in the **Per Unit Amount** field.
- Add the business purpose in the **Memo** field. Include additional comments if you plan to share the lodging expense. Provide the name of the individual(s) you plan to share the cost with and detail how the expense with be split.
- In the **Item Details** section, select your Arrival and Departure dates, and type in the Destination.
  *The Destination will pull in the GSA rate for the city. If the Per Unit Amount is over two times the Federal GSA rate you will get an alert. This alert will not prohibit you from submitting the Spend Authorization. *
- Attach the lodging information for the event, including the discounted rate if applicable. If the discounted rate is not available, traveler must provide that documentation.
- The School will only reimburse a standard/single room rate for one guest. If a standard/single room is not available, or the discounted conference rate is not available, the traveler MUST provide documentation from the hotel's website that the standard/single rate is sold out. The documentation must include the travels dates, and name of hotel.
- If more than one guest is listed on the reservation, the traveler must provide documentation that an additional guest does not increase the price. The traveler must also specify if the lodging expense will be split with other students/guests.

Lodging Fees and Taxes
- Click the **Add** icon to enter each travel expense line
- In the **Expense Item** field type **Lodging Fees and Taxes**.
- Enter the estimate for hotel fees and taxes in the **Total Amount** field.
- Add a brief description in the **Memo** field.

Conference Registration
- Click the **Add** icon to enter each travel expense line
- In the **Expense Item** field type **Conference Registration**.
- Enter the **Total Amount**.
- Add a business purpose in the **Memo** field (e.g.: main conference registration fee).
- In the **Item Details** section, enter the name of the supplier in the **Merchant** field (e.g.: International Communication Association).
- Attach the conference registration rate provided on the event website.

Ground Transportation
- Click the **Add** icon to enter each travel expense line
- In the **Expense Item** field type **Ground Transportation**.
- In the **Memo** field enter the mode of transportation (e.g.: Uber, Lyft, taxi, bus, subway, train).
- Under **Item Details** enter the Business Reason (e.g.: home to airport, hotel to airport).

Parking

- Click the **Add** icon to enter each travel expense line
- Type **Parking** in the **Expense Items** field.
- Enter the estimate in the **Total Amount** field.
- Under **Item Details** provide a Business Reason (e.g.: airport parking, hotel parking).

Personal Mileage (Federal Rate)

If driving to destination, only the cost of mileage equal to or less than the least expensive airfare or rental car may be reimbursed.

- Click the **Add** icon to enter each travel expense line
- Type **Personal Mileage** in the **Expense Item** field
- Enter round trip mileage in the **Quantity** field
- Add a general description to the **Memo** field (e.g.: mileage from Columbus to Indianapolis)
- Under **Item Details** provide the Origination and Destination
- Attach a Google Map from Derby Hall to the destination to document mileage. Also attach a reasonable flight cost comparison from CTP (needs to be time/date stamped), and rental car comparison.

Rental Vehicle

- Click the **Add** icon to enter each travel expense line
- Type **Rental Vehicle** in the **Expense Items** field
- Enter the estimate in the **Total Amount** field
- List the rental agency in the **Memo** field (e.g.: Enterprise, National, Hertz)
- Under **Item Details** provide the Origination and Destination and select the Vehicle Type. The vehicle type must be reasonable, such as, economy, compact, midsize, standard.
- Attach the rental car estimate or reservation. Enterprise, National or Hertz are the required suppliers.
  Go to https://busfin.osu.edu/buy-schedule-travel/travel/rental-car-discounts, log in with your OSU credentials, and scroll down to **Make a Business Reservation**. Select the links for Enterprise, National or Hertz to view rates or place a reservation.

7. Attachments
   - CTP preferred flight itinerary
   - Hotel information from the event website (detailing the discounted rate if applicable)
   - Paper acceptance letter or presentation details
   - Conference registration rate information from the event website
   - *If driving your personal vehicle, attach a Google Map from Derby Hall to the destination to document mileage. Also attach a reasonable flight cost comparison from CTP and a rental car comparison.
   - If personal time is included with business travel, attach a reasonable flight cost comparison for business travel days only. The flight cost comparison MUST BE PULLED AT TIME OF BOOKING through CTP and be TIME/DATE stamped. Otherwise, you will not be eligible for reimbursed.

8. Click **Submit** to enter your Spend Authorization for approval. You will be provided with a 10-digit Spend Authorization number (e.g.: SA-0000000001). Select **Save for Later** to save your work to edit and submit the Spend Authorization at a later date.

9. Important Resources / Links
   - Access Workday: https://www.myworkday.com/osu/login.htmld
   - OSU Administrative Resource Center for Workday: https://admin.resources.osu.edu/workday
   - OSU Travel Page: https://busfin.osu.edu/buy-schedule-travel/travel
   - Book Travel Online with Concur/CTP (OSU Login Required): https://www.concursolutions.com/home.asp
   - CTP Airfare Price Match Request: https://busfin.osu.edu/news/2019/03/27/how-seek-airfare-price-match
   - The Ohio State University Travel Policy: https://busfin.osu.edu/sites/default/files/211_travel.pdf
   - OSU Travel FAQ: https://busfin.osu.edu/travel-faq
   - OSU Travel Training and Job Aids: https://busfin.osu.edu/buy-schedule-travel/travel#TrainingResourceGuides
   - OSU Rental Car Discount Information (OSU login Required): https://busfin.osu.edu/buy-sell-travel/travel/rental-car-discounts

- Ride Guru Taxi/Rideshare Estimates: https://ride.guru/
- Fuel Cost Calculator: https://www.calculator.net/fuel-cost-calculator.html
- Toll Calculator: https://www.tollsmart.com/