

## Harrassment on Campus: What All TAs Should Know

All members of the Rutgers community should be able to explore ideas and learn in an environment free from fear, intimidation and harassment. Harassment strikes at the core of academic values, which are founded on the free expression of ideas and opinions. Rutgers University is committed to maintaining a diverse academic, work and living environment free from harassment based on an individual's race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, and marital or veteran status. Harassment is defined as any conduct directed toward an individual or group based on one or more of the traits covered in the university's nondiscrimination policy that creates an intimidating, offensive or hostile environment and is sufficiently severe or pervasive to alter an individual's employment conditions, educational environment, living environment, or participation in a university activity.

The university has dedicated substantial resources to investigate and to resolve claims of harassment. Of equal importance is the active protection against harassment that is enumerated in the University Policy Prohibiting Harassment, as well as the procedures and processes that are in place to investigate harassment complaints. The office of *University Harassment Compliance & Equity* was formed to serve all members of the university community by providing information to prevent harassment to educate, and to oversee the harassment complaint process.

Sexual harassment is a form of discrimination that can take many forms, although it usually contains an inappropriate use of power or control. If you feel that you are being harassed because of one of the traits identified above, contact the office of University Harassment Compliance & Equity at 732-445-3020 x646, or visit the office's website at <http://uhr.rutgers.edu/uhce>. You may be referred to a University Advisor who is trained in handling harassment issues and who can guide you through the process and help you deter-

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## Library Offers Exhibit, Chance to Contribute to Art

The Friends of the Rutgers University Libraries invite you to an exhibit that celebrates an artist's life: *Suellen Glashausser and The Book: Enduring Delight*, an exhibition of one-of-a-kind artists' books curated by Barbara Valenta, Karen Guancione and Michael Joseph

Suellen Glashausser (March 17, 1945 - December 26, 2000) was a widely-collected artist & book-artist, who exhibited several times at the John Cotton Dana Library, where she was a frequent presenter at the New Jersey Book Arts Symposium. Samples of her work are housed in the New Jersey Book Art collections of the Rutgers University Libraries.

In concert with the exhibition at the Dana Library, related exhibitions have been planned at Montclair State University ("Suellen Glashausser: A Celebration of Life," March 4-April 11), and the Amos Eno Gallery ("Suellen Glashausser," March 6-April 3), at which the paintings and installations of this versatile, multi-talented, New Jersey artist will be shown.

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## Harrassment...

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mine the course of action that you want to take. The Advisor can also assist you in handling a matter involving harassment in an informal fashion, or even anonymously, if appropriate.

The university requires that all students, faculty and staff adhere to the law and to university policies aimed at preventing harassment and discrimination. While Teaching Assistants are students, you are also in a position of authority over the students you teach. As such, it is important that you:

- 1) Maintain an environment of respect and fairness in the classroom setting and in outside contact with the students whom you teach.
- 2) Stop harassment if you observe questionable behavior and speak with the victim, refer him or her to the Office of Harassment Compliance and Equity, or make the call yourself to get assistance. (Harassment of one student by another should be reported to the dean of students of the students' college,

and is covered under the Student Code of Conduct.)

3) Be sensitive to the reactions of others. If your actions are making someone uncomfortable, stop that behavior.

4) If you are in doubt as to whether your behavior might be interpreted as harassment, ask yourself whether you would want to be seen engaging in that conduct on television, or whether you would act the same if a family member or a newspaper reporter were watching.

5) If a student or another TA comes to you in the belief that he or she is being harassed, refer that person to the office of University Harassment Compliance & Equity at 732-445-3020 x646.

In summary, respect for one another fosters an open, healthy harassment-free working and learning environment. Your support of this goal is a part of your role as a Teaching Assistant.

**Jayne M. Grandes**  
**Acting Director**  
**University Harassment**  
**Compliance & Equity**

Do you have a question for the TA Forum? Contact the TA Project Helpline at 932-1182 or go online at <http://tapproject.rutgers.edu/asktap.html>

## Library Exhibit...

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Members of the public are invited to contribute a page to an artists' book, as a tribute to Suellen Glashausser. You are encouraged to put anything you wish on the page-words, photographs, appliques, drawings. The maximum size of your contribution can be 12" x 16". Please bring your page to the Dana Library opening, or one of the other openings. A book will eventually be assembled from the collected pages, which will be housed in a handmade box during the exhibitions and presented to the Glashausser family after the shows end.

**Opening Reception :**  
**April 12, 4:00-6:00 p.m.**  
**R.S.V.P. 973/353-5222**  
[bullhorn@rci.rutgers.edu](mailto:bullhorn@rci.rutgers.edu)

To contribute a page to the book, whether or not you are able to attend the exhibitions, please mail your page to:

**Michael Joseph**  
**c/o Administration off.**  
**John Cotton Dana**  
**Library**  
**185 University Avenue**

Get In Touch!

Tap Office:  
<http://tapproject.rutgers.edu>  
 Graduate School - NB:  
<http://gsnb.rutgers.edu>  
 TA Helpline: 932-11TA

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# End of Semester Hazards: Time is on Your Side

The end of the semester is one of the busiest times of the year, not just for undergraduate students, but for TAs as well. Teaching responsibilities aside, many TAs have their own course work to do, research to complete, and dissertations to write. The pressures that mount at the end of the semester can be just as palpable to TAs as they are with undergraduates. As with any issues of time management, the key to success is paying the proper attention to the right issues at the right time. To be sure, neglecting one thing may free up time for another, but at what cost?

TAs have a responsibility to make sure that their students get the proper attention they need throughout the academic year. To insure you have the time, you will need to plan carefully, especially for the myriad issues that arise at the end of the semester. Here are some tips that can help both TA and student navigate the often treacherous waters of semester's end.

1) Beware of not adding to the end of semester workload. The more work a TA assigns for completion at end of the semester, the more work there is for the TA to do. Final exams, final papers, research projects, and the like are fine for end of semester assignments, but when coupled

together may prove to be too much for students. The quality of students' work is often adversely affected by the quantity of work assigned. Spacing out assignments throughout the semester ensures that the students have plenty of time to complete their work and the TA has plenty of time to grade it.

2) Office hours are obviously important, and while some office hours may not have been utilized at the start of semester, often the number of students taking advantage of the TA's office hours will drastically rise. The TA must be prepared for this increase.

3) Make sure that your policy on extra credit is stated at the beginning of the course. As the end of the year approaches, students will be assessing their performance in the class, and often this assessment may lead them to ask for extra credit in order to improve their grades. If you choose not to give extra credit, you ought to make this clear at the beginning of semester, so that students will not consider that an option. This will save both student and TA time.

Should you decide to have extra credit, indicate this at beginning of semester as well, have it open to any student who wants to do the

work, and try to have the extra credit assignment due well before the end of semester so that it will not interfere with the regular course work.

Remember, undergraduates can have just as much on their plate as graduate students. Proper time management should be an issue not only for the TAs work outside of the classroom, but inside as well. This of course does not imply that more work is necessarily a thing to be avoided, but only that proper consideration ought to be paid to the time for its completion.

Finally, the summer can be a helpful time for planning future courses, going over end of semester evaluations, and getting ready for the next year. Have fun!

## The Pedagogical Insight Corner for the Curiously Minded TA

*In the depths of winter, I learned that there lay within me an invincible summer.*

Albert Camus

*If all mankind minus one were of one opinion, mankind would be no more justified in silencing that one person than he, if he had the power, would be justified in silencing mankind.*

John Stuart Mill

## Get Online!

Tap Office:

TA  
Helpline  
Call  
932-11TA  
Monday-Friday  
between  
the hours  
of  
8:30-4:30

**Want to be a Movie  
Star?**  
*Then get your class videotaped!*

Call 932-11TA for details  
<http://taproject.rutgers.edu>

## TAP Calendar

04/17 *Teaching Your Own Course*

Noon-1:00 p.m.

Learn about course design, ordering books, developing a syllabus, and more  
To register, call (732)-932-7449, or email [acarpent@rci.rutgers.edu](mailto:acarpent@rci.rutgers.edu). Space is limited.

04/29 *Fulbright and Fulbright-Hays Workshop*

4:30 p.m.

To register, call (732)-932-7747 or email [abachman@rci.rutgers.edu](mailto:abachman@rci.rutgers.edu).

**Attention May degree candidates:** The deadline for the May, 2002, degree is May 1, 2002, for submission of candidacy forms, dissertations, and theses to 25 Bishop Place, College Avenue Campus. If you plan to graduate in May, 2002, please notify your program director of your graduation plans.

Any questions regarding the graduation process should be directed to Barbara Sirman, (732)-932-8122, fax (732)-932-7407, or email [sirman@rci.rutgers.edu](mailto:sirman@rci.rutgers.edu).

### Teaching Assistant Project

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