

ENR 2100 Student Instructional Assistant Expectations

The position of ENR 2100 Student Instructional Assistant is designed to support the needs of the course ENR 2100, Introduction to Environmental Science. Primary responsibilities of the position include holding student attended office hours, responding to student emails and messages, and assisting in the overall running of the course. The following are expectations that should be followed by students serving in the position. Any questions can be directed to Ella Weaver (weaver.852@osu.edu).

Ohio State Code of Conduct

SIAs are expected to be in accordance with the [Ohio State Student Code of Conduct](#) at all times while holding the position.

Ohio State Office of Human Resources

SIAs should follow all OSU HR responsibilities as listed in the [Student Employment Policy 10.10](#). These responsibilities include:

1. Follow terms of employment, including total of appointment(s) must not total more than 70% FTE.
2. Ensure you do not work more than 28 hours per week during enrolled academic terms and 38 hours per week during once yearly "off" academic term and official school breaks across all positions at Ohio State.
3. Notify supervisor or follow unit procedures each day when unable to work due to illness.
4. Self-disclose post-employment criminal convictions, according to Self-Disclosure of Criminal Convictions and Background Check Policy 4.15.
5. Bring concerns about employment to the attention of your supervisor as soon as possible.
6. Notify supervisor if resigning.

ENR 2100, Introduction to Environmental Science

SIA Office Hours Expectations	<ul style="list-style-type: none">• Submit finalized office hours schedule by the end of the first week of the semester• Attend scheduled office hours and <i>arrive on time</i>• Notify supervisor ~24 hours in advance if office hours need to be adjusted or cancelled• Be logged in to Carmen/Teams for office hour and student communication• Notify supervisor of any office hour issues or negative encounters with students
SIA Grading Expectations	<ul style="list-style-type: none">• Complete designated student assignments within provided grading window• Use provided rubrics for assignments when available• Leave thorough and complete comments for each student

	<ul style="list-style-type: none"> • Notify supervisor of any issues or red flag assignments • Complete all required trainings in BuckeyeLearn system and maintain confidentiality for all student grades throughout the semester
<p>SIA Communication Expectations</p>	<ul style="list-style-type: none"> • Meet with supervisor during the first week of the semester for a brief check in and semester position overview • Respond to Teams, Carmen, Email messages from ENR 2100 team in a timely manner • Respond to Carmen or Email messages from ENR 2100 students in a timely manner • Remain up to date on current course assignments, Carmen announcements, and overall course updates in order to provide students with the most current information • Be familiar with ENR 2100 course and materials in order to assist students with subject matter inquiries

***While this is an individual position, I do expect SIAs to work together and assist one another as part of a team when able. This includes assisting in grading and filling in for office hours when able.**

****By accepting the position, you are agreeing that you have read, understand, and agree to the ENR 2100 Student Instructional Assistant Expectations. I understand that if I have any questions that I can contact Ella for clarification.**