

**University of Kentucky  
College of Pharmacy  
Teaching Assistant Handbook**

**Available on the College of Pharmacy Web Site:  
<http://pharmacy.mc.uky.edu/programs/graduate/resources.php>**

**July 2014**

University of Kentucky College of Pharmacy  
Teaching Assistant Handbook  
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Responsibilities of Teaching Assistants .....	3
Life in a College of Pharmacy, a Professional School .....	3
Appearance and Behavior (wearing I.D. badges at all times and clean lab coats).....	4
Accept the Greater Responsibility of Being a Teaching Assistant .....	4
Enforce the Requirements of the Courses/Laboratories .....	4
Be available for Assistance .....	4
Be a Role Model .....	4
Be Discreet and Confidential .....	5
Maintain Proper Attitudes with Students .....	5
Maintain a Positive Learning Environment .....	6
Drug Free Institution .....	6
Teaching Assistant Evaluation .....	6
Teaching Assistant Time Log .....	6
Lack of Performance Means Loss of Stipend/Evaluation Form .....	7
College of Pharmacy Minimum Examination and Quiz Guidelines .....	7
Grading .....	8
Sexual Harassment.....	9
Confidentiality and Disclosure .....	9
Disabilities (Physical, Mental, and/or Learning .....	10
Honor Code .....	11
University of Kentucky College of Pharmacy Honor Code .....	13
Senate Procedures and Senate Definitions Related to Academic Honesty .....	20
Form for Self and Supervisor Evaluation of Teaching Assistant Performance .....	22
Teaching Assistant Time Log Form .....	25

## **Responsibilities of Teaching Assistants**

Your responsibilities as a teaching assistant are varied and are dependent upon the expectations of the individual faculty member to whom you have been assigned. The types of teaching responsibilities you may have include: proctoring examinations, grading examinations, keeping grades for the semester, case facilitating, classroom teaching, developing cases, and laboratory teaching, among others. No two TA assignments are alike. Different skills are stressed in different classes. The progression of the curriculum from dependent to independent learning provides varying tools for pharmacy students to learn. Therefore, TA responsibilities at stages of the curriculum will vary. Because certain TA activities are more time-consuming during specific weeks during the semester, talk to your assigned faculty member regarding his/her expectations of your time. Typically, the number of hours over the course of the semester will average to the level of the teaching appointment (i.e., full-time, half-time, quarter-time appointment).

For the University of Kentucky policies for teaching assistants, refer to the Graduate School website: <http://www.research.uky.edu/gf/fellowship/assistantships.html>

## **Life in a College of Pharmacy, a Professional School**

The College of Pharmacy is a professional school like the Colleges of Medicine, Dentistry, and Law. The primary goal is preparing practitioners to enter the pharmacy profession. To achieve this outcome, the COP curriculum is designed to socialize pharmacy students to become professionals in accordance with the accreditation standards of the American Council of Pharmaceutical Education (<https://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf>). Therefore, an important function you will be expected to serve as a teaching assistant in the program is to help professionalize the students (i.e., to develop positive professional values). In this role, you will be expected to serve as an important extension of the faculty and the other representatives of the College. In this capacity, you will function more like faculty members than students. Important expectations are:

1. *Appearance and Behavior (wearing I.D. badges at all times and clean lab coats)*

Teaching assistants are expected to be well groomed and dress professionally, including wearing the Medical Center identification badges at all times. If you are expected to wear a laboratory coat, be certain it is clean. You should also note that the professional students do have a dress code for activities that simulate patient care situation – e.g., the professional practice courses, small group discussions, patient counseling simulations, and case discussions among others.

2. *Accept the Greater Responsibility of Being a Teaching Assistant*

As an extension of the faculty role, you are taking on more responsibility. Learn the university and college policies for your teaching assistant role. Make certain that you understand your responsibilities, are on time for your assigned activities, and get the task done well. Make certain that you keep your appointments with both faculty and students. When you receive your teaching assistant assignment, contact you assigned faculty member(s) to set up an appointment to learn about his/her expectations.

3. *Enforce the Requirements of the Courses/Laboratories*

Know the policies and procedures of the course to which you are assigned. As an extension of the faculty member, it is your responsibility to enforce these requirements as written and communicated to the students.

4. *Be Available for Assistance*

Throughout the semester, seek ways to help your assigned faculty member without intruding. If you are not working closely with your assigned faculty member on a routine basis, make certain that you contact him/her at least twice a week to ask if there are any new assignments or tasks with which you can assist.

5. *Be a Role Model*

Students must emulate their superiors and faculty members. An important function you will serve is as a role model to students. Your interactions with students are an important source for

recruitment of future graduate students. Be helpful and courteous in facilitating learning and answering questions. Show by example how a professional student might someday step into the role of a graduate student and eventually a faculty member.

#### 6. *Be Discreet and Confidential*

As a teaching assistant, you will have access to and are entrusted with information about individual students and faculty members. Such information includes student grades and sometimes information regarding personal situations and problems. Do not discuss individuals about whom you have been entrusted important information with anyone other than the course director. In fact, disclosing some information to anyone other than the course director may be a violation of the Family Education Rights and Privacy Act of 1974 (or the Buckley Amendment) (discussed below) and can result in legal action against you.

#### 7. *Maintain Proper Attitudes with Students*

Building professional TA-student relationships is challenging, especially for first time TAs. Here are tips to help you:

- Assess and constantly be aware of your behavior with students.
- Avoid using a superior attitude toward students. Many students with whom you will interact are new to the university and the college. Be patient and helpful.
- Learn to say “I don’t know” when you do not know the answer, but be ready to assist in trying to find out the correct response. “Faking it” can be more damaging than admitting you do not know the answer to a question.
- Give no special treatment – good or bad – to any student. To help avoid favoritism, encourage your assigned faculty member to use student numbers rather than names when grading papers.
- Maintain proper boundaries with professional and personal relationships. In general, avoid personal relationships with either your students or professors.
- Avoid circumstances and behavior that might be interpreted or misinterpreted as sexual harassment.

- Put aside your personal biases – respect the dignity and cultural diversity of the students.

#### 8. *Maintain a Positive Learning Environment*

Students come to the College of Pharmacy to get an education; they need to spend their time on learning. One responsibility of a TA is to assist in maintaining a positive environment so students can learn. Sometimes conflict with and between students makes this difficult. When conflict and anger do arise, help to resolve these situations as quickly as possible. Remember you bear more responsibility in its resolution than the students. Involve your assigned faculty member early in the process.

#### **Drug Free Institution**

The Drug-Free Workplace Act of 1988 and the Drug-Free school and Communities Act Amendment of 1989 set a standard of behavior which affects students who are on University of Kentucky property, on University business, and or at University-sponsored events. These laws, and the University policy, from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found in the *University Bulletin*:

[http://www.uky.edu/sites/www.uky.edu.registrar/files/dfi\\_8.pdf](http://www.uky.edu/sites/www.uky.edu.registrar/files/dfi_8.pdf)

#### **Teaching Assistant Performance Evaluation**

A copy of the teaching assistant evaluation form is attached. At the end of each semester, the TA will complete a self-evaluation, and on the same form the supervising faculty member to whom the TA is assigned for TA duties complete an evaluation of the TA's performance. The TA and faculty member will meet to discuss and sign the evaluation. The Associate Dean for Education and the Director of Graduate Studies will review the evaluations. The forms are filed in the COP graduate program office and becomes a permanent attachment to the student advisory committee meeting minutes.

#### **Teaching Assistant Time Log**

Each TA will be required to keep a semester-long time log (Appendix), charting the number of hours devoted to teaching assistance and the type of activities. Logs will be signed and given to

the Graduate Program Student Affairs Coordinator when the final examination grading at the end of the semester is completed.

### **Lack of Performance means Loss of Stipend**

Teaching assistants may lose their stipend, tuition, and health benefits for lack of adequate TA performance.

### **College of Pharmacy Minimum Examination and Quiz Guidelines**

A primary responsibility for TAs is assisting with testing and grading in courses. Below are important strategies for handling these responsibilities:

- If possible, exams will be scheduled when large rooms can be used, or when more than one room can be used. This gives students the maximum amount of space and comfort in which to take exams and minimizes the chance of problems.
- A faculty member should be present during the entire examination to monitor activities, and deal with unexplained issues arising during the examination or unforeseen room problems. Teaching assistants may assist with distributing and collecting examination, maintaining order, initial seating if assigned seats are used, and additional observing.
- Know the time and location for examinations you will be expected to proctor. Find out from the faculty member when and where you will be expected to proctor students' examinations.
- Exams in the large rooms work best if seats are assigned at random according to a seating chart. Answer sheets (the best solution) or exams themselves can have the seat listed. Students can pick up their seat assignment in the lounge or in the area outside in the larger rooms. As another option, for each exam block, the Office of Academic Affairs provides an assigned seating chart for use in each of the large classrooms.
- Coats, books, purses, etc. should be placed in the lockers (pharmacy building) or in the front of the room. Only pencils, pens, or items specifically allowed for exams such as calculators, references etc. should be at each desk.
- If calculators are allowed, each student must have his/her own calculator. Sharing is not allowed.

- It is the responsibility of the student to not only avoid cheating, but also to avoid actions that have the appearance of cheating.
- It is the responsibility of the faculty member to make sure instructions are clear and unambiguous, that students are not placed in an environment where accidental problems occur and to pay attention to what is going on.
- Individuals in the room to help with the exam must maintain a proper decorum and not distract the students taking the exam with talking, noises or gestures.
- If quizzes are given during lectures when students are forced to sit in adjacent seats the order of questions should be scrambled and printing should be small, i.e., 10 pitch or less. Three or four different forms of the same quiz would help so students would not have to worry about spending time keeping their exams confidential or worrying about giving the appearance of doing anything improper.
- During examinations or quizzes students may be discreetly asked to move from one seat to another. Such requests may occur for a variety of reasons that may not directly involve the individuals being moved.
- Exam proctors must actively observe students during each exam. If irregularity in student behavior is suspected, the TA should request that another TA or faculty member independently observe the situation to corroborate any concerns.
- If problems develop during an exam write down everything that happened including seat location, people around the problem, time, etc. Be objective in your written comments and do not make judgments or inferences. Indicate only what happened. If there is a problem, TAs can move a student discreetly, but do not stop the student from taking the examinations.
- Be familiar with the Honor Code of the University of Kentucky College of Pharmacy as it is stated in the Student Handbook at this link:  
<https://academics.ukhc.uky.edu/pharmacy/students/Shared%20Documents/COP%20Student%20Handbook.pdf>.

### **Grading**

1. When grading examinations, grade one question or one page across all student exams rather than grading all of one student examination and going on to another student exam. This will



help increase consistency, or reliability, across questions. It is suggested that only student numbers be used on examinations to decrease the likelihood of unconsciously favoring certain students.

2. Maintain the security of exams prior to the exam and after the exam (so students cannot see them and answers cannot be altered). During grading do not make them accessible to anyone other than yourself and the instructor.
3. When returning examinations, all grades must be kept confidential. Only faculty, TAs and students can see and/or have access to student grades. If there is any question about giving out grades, the faculty member should be consulted.
4. Examination scores can be posted by student number with prior permission. If examinations, answer sheets, and computer print-outs are returned in the student mailboxes, examinations must be stapled shut.

### **Sexual Harassment**

The College of Pharmacy will not tolerate sexual harassment. Considered a form of sexual discrimination, sexual harassment is defined generally in terms of the following: unwanted sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. The University of Kentucky expressly forbids the sexual harassment of students, faculty and staff. Complaints of sexual harassment within the College of Pharmacy may be reported to one of these four individuals within the college:

Frank Romanelli, associate dean, educational advancement

David Burgess, chair, department of pharmacy practice and science

Joseph Chappell, chair, department of pharmaceutical sciences

Nicole Keenan, student success and career development director

### **Confidentiality and Disclosure**

FERPA, better known as the Family Education Rights and Privacy Act of 1974 (or the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcript.

Under FERPA provisions, a student has the right to have his or her academic record kept separate and confidential unless he or she consents in writing to have it released. However, FERPA also affords that the College of Pharmacy may disclose (to University personnel) the

student's academic record without the student's consent when the information is used under the following disclosure guidelines:

1. purpose of academic advising
2. purpose of writing recommendation;
3. purpose for selecting students for honorary organizations;
4. purpose of informing community-based faculty members serving as preceptors to improve the quality benefit to each rotation;
5. quality benefit from each rotation;
6. purpose pursuant to law or court order.

FERPA extends to grades on examinations and quizzes. Graded exams and quizzes that are returned to the student must be returned in a manner that does not allow others to see the grade.

Questions concerning this law and the University policy concerning release of academic information may be directed to the registrar's office at 257-3161.

### **Disabilities (Physical, Mental and/or Learning)**

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has "a physical or mental impairment that substantially limits one or more of the major life activities of such individual."

Any student who has such a disability and seeks special accommodations from the University must notify the Student Success and Career Development Director in the Office of Academic Affairs of the College of Pharmacy of that disability, in writing, preferably before the beginning of the school year. If a disability develops during the school year for which accommodations are requested, the student must notify Academic Affairs, in writing, as soon as they become aware of the disability. The student will be required to provide current documentation of the condition for which they require accommodation to the University Disability Resource Center. Notification of the condition and the request for a special accommodation will be referred to the same office.

In addition to the student's notification, the request for accommodation and documentation will be kept confidential, but will be disclosed in the provision of accommodation. The Disability Resource Center will base provision of services to accommodate disabilities upon a review of current medical or psychological documentation and an assessment of current needs and appropriate services. For further information, please contact the Disability Resource Center within the Office of the Dean of Students of the University at (606) 257-2754. In order to ensure that each applicant understands this situation before he or she accepts admission, the college requires each applicant to sign a document to that effect.

### **Honor Code**

All students are sent a copy of the Academic Honor Code with their letter of admission to the College. It is the expectation of the faculty that students will not cheat, plagiarize or attempt to gain unfair advantage, and will report any incident(s) to appropriate faculty if they become aware of such activity.

Cheating, plagiarism or attempting to gain unfair advantage may be handled in one of two ways, according to the discretion of faculty members in charge of the course in which the incident occurs. Faculty may follow the College of Pharmacy Honor Code procedure or the standard University Senate procedure. A brief copy of each follows. (Please note: Either process may be stopped at any point due to insufficient cause.)

Honor codes undergo periodic revision. As soon as an existing honor code is revised and the revision(s) accepted by the appropriate University governing council, students will be notified of the revision(s) and will be held to them.

### **A Final Word**

Teaching in the professional program is an excellent chance to learn something new and gain experience with education. Enjoy the experience. Below are resources to help you develop your teaching skills.

Websites:

University of Kentucky College of Pharmacy Office of Education:

<http://pharmacy.mc.uky.edu/depts/education/index.php>

University of Kentucky College of Pharmacy Scholarship of Teaching and Learning Certificate  
Program: <http://pharmacy.mc.uky.edu/clickblue/stlp.php>

University of Kentucky Teaching and Academic Support Center: <http://www.uky.edu/TASC/>

## **Honor Code (University of Kentucky College of Pharmacy)**

**Effective January 2014; Approved by University Senate – December 2013**

### **I. Introduction**

Students of the University of Kentucky College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical standards that recognize our primary obligation to the patient and which foster integrity and honor within our profession. We recognize our responsibility to our patients, society, other health professionals, and self. Furthermore, we recognize the great trust society bestows on us as we serve the health care needs of our patients. Because of this responsibility, we do hereby affirm and undertake to live within the privileges and duties accorded us and required by this Code.

### **II. Principles**

- A. The purpose of the Honor Code is to promote and embrace the ideals of honesty and integrity. Furthermore, if each student and each faculty member fulfill their responsibilities to maintain these ideals, the culture promoted by the Honor Code will be maintained.
- B. The Honor Code is based on the principle that a student, when placed on his or her honor, will not violate that trust.
- C. Both students and faculty have an ethical and professional obligation to report any suspected violation.
  - 1. Student Responsibilities
    - a. Understand the definition of academic misconduct
    - b. Refrain from committing any acts of academic misconduct
    - c. Understand the instructions for each assignment, quiz, or examination
    - d. Engage in appropriate classroom and laboratory conduct
    - e. Take appropriate actions when acts of academic misconduct are observed
  - 2. Faculty Responsibilities
    - a. Communicate clearly in writing the instructions for each assignment
    - b. Design and administer examinations that minimize the opportunity for scholastic dishonesty
    - c. Actively and consistently promote a classroom environment conducive to learning
    - d. Evaluate assignments on the basis of reasonable expectations given the difficulty of the assignment
    - e. Support the Honor Code

### **III. Prohibited Conduct**

#### **A. Lying**

A pharmacy student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must deal honestly with patients and colleagues, and report those pharmacy students deficient in character or competence, or who engage in fraud or deception.

If an individual lies concerning some matter but, later on his or her own initiative, tells the truth concerning the same matter before the individual is confronted with committing a breach of honor, this will be considered a mitigating factor in the case.

## B. Cheating

A pharmacy student must not cheat. Cheating is defined, but not limited to, the wrongful giving, taking or presenting of any information or material by a student with intent of aiding the student or another in any academic work. Cheating can also include a student intentionally listening to or participating in a discussion of any graded activity (referred to collectively hereafter as examination), which the student has yet to take. It is understood that because of the nature of the pharmacy curriculum at the UK College of Pharmacy, a certain amount of teamwork and sharing of information is necessary for completion of assignments; however, these situations will be clearly identified by the course instructor.

Cheating in the context of an assignment or examination can take a variety of forms, including but not limited to: a) discussing the examination with anyone who has not taken the exam; b) giving, receiving, or soliciting unauthorized aid during any examination, take-home exam, or make-up exam before or after the regularly scheduled exam has been administered; c) using materials in any examination except those that are specifically authorized by the instructor; d) exchanging materials with another student during the examination unless authorized to do so by the written exam instructions; e) use of previous examination materials, without the consent of the instructor, that would give a student a perceived unfair advantage; or e) violating any rules that the instructor has established for an examination period.

## C. Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the facts, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it is a published article, chapter of a book, a paper from a friend or some file, or wherever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas that are so generally and freely circulated as to be a part of the public domain.

## D. Failure to Report an Honor Code Violation

Failing to report a suspected Honor Code Violation to the Honor Code Committee (HCC) is itself a violation of the Honor Code.

#### **IV. Reporting Process**

1. Students, faculty or staff shall report any suspected violation of the Honor Code directly to the Chair of the HCC.

#### **V. Honor Code Committee**

##### **A. Function**

The HCC serves to advise the Dean of the College of Pharmacy in suspected cases of academic misconduct. Specific committee charges include:

1. Administering the student inquiry process as defined by the College of Pharmacy Honor Code.
2. Influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and regularly re-educating students, faculty and staff about the Code.
3. Developing materials and fair procedures as necessary.

##### **B. Composition, Member Selection and Roles**

1. There will be a standing College of Pharmacy Honor Code Committee (HCC). The HCC will consist of one Pharmacy First Year (PY1) student, two Pharmacy Second Year (PY2) students, three Pharmacy Third Year (PY3) students, four Pharmacy Fourth Year (PY4) students, one administrative staff secretary, and one faculty advisor from each department in the College of Pharmacy.
2. The first PY 1 student will be elected from their class in January. Each April, the PY1, PY2 and PY3 classes will each elect one additional student from their respective classes to serve on the HCC. Once elected, students will remain on the HCC until graduation, resignation by the student, removal of the student from the HCC by majority vote of the HCC, or removal of the student by the Dean for failure to maintain good academic or professional standing. A new student representative shall be elected by the class affected.
3. An administrative staff member will be appointed annually by the Dean to serve as Committee Secretary. This member will not have voting privileges.
4. Faculty advisors will be nominated by the Faculty Council and appointed by the Dean. Each term will be two years and each year new faculty advisor(s) will be appointed to replace the outgoing faculty from that department. A faculty advisor may not serve more than two consecutive terms on the HCC. Faculty advisors will not have voting privileges.
5. Elections will be held annually in April by the student members of the HCC to select a Chair and Vice Chair. The term of office for each position will begin on graduation day of the year they are elected and conclude on graduation day the following year. The Chair of the HCC will be a PY3 student during the year they serve. The Chair must have at least one year of experience on the HCC to be eligible to serve. The Chair will coordinate all business of the committee, facilitate preliminary inquiries, facilitate inquiries of the HCC, and provide all official committee communications. The Vice Chair will be a PY3 student with at least one year of experience on the HCC. The Vice Chair shall serve in the absence of the Chair, or in cases in which the Chair shall recuse him/herself from participating.

## VI. Committee Procedures (See Figure)

1. When a Pharmacy student, faculty member or staff member knows or suspects an Honor Code violation, he/she shall report the violation to the chair of the HCC.
  2. A complaint or concern shall be forwarded to the HCC chair by a student, faculty or administrator in writing or by appearance at the committee meeting.
  3. When a complaint or concern is received by the HCC chair, the following shall occur within ten (10) working days:
    - a. A preliminary inquiry panel shall be empanelled to determine if there is sufficient evidence that an Honor Code violation has occurred.
    - b. This preliminary inquiry shall be conducted by the HCC Chair, advised by one HCC faculty advisor, and assisted by the Secretary. Two HCC student members, who are at least in their third professional year, shall be named to the panel.
    - c. The preliminary inquiry shall include the following:
      - i. A meeting with the person who allegedly violated the Honor Code;
      - ii. A meeting with the person(s) who reported the alleged violation;
      - iii. A meeting with other witnesses with direct knowledge of the alleged violation; and
      - iv. A review of any other relevant evidence and the applicable policies, standards, and rules.
    - d. A simple majority vote of the preliminary inquiry panel shall be sufficient to determine if there is sufficient evidence that an Honor Code violation occurred, or that the charges should be dismissed. The Chair shall cast a vote only in the case of a tie.
    - e. The preliminary inquiry panel shall complete its investigation and vote on the matter within fifteen (15) business days after being empanelled. If after the preliminary inquiry it is determined that there is not sufficient evidence that an Honor Code violation occurred, the Chair shall send official communication of the outcome of the preliminary inquiry to the alleged violator, the course instructor, the chair of the department for the corresponding course, the Academic and Student Affairs Dean, and the Dean.
    - f. If after the preliminary inquiry it is determined that there is sufficient evidence that an Honor Code violation occurred, the HCC Chair shall notify the Dean of the preliminary inquiry panel's findings. The accused student shall receive written notice via first class mail and by email within the UK email system from the Dean informing him/her of (1) the charge; (2) the policies or regulations the student is charged with violating; and (3) the possible penalties if found responsible for the charge.
    - g. Within fifteen (15) business days of the date the written notice is mailed to the student, the Dean shall schedule an informational meeting with the student during which the accused student shall be asked to state whether he/she is "responsible" or "not responsible" for the alleged violation of the Honor Code. The Dean shall counsel the student and outline the proposed disciplinary sanction, following a consultation with the faculty coordinator of the course in which the violation occurred, that will be imposed on the student. If the student denies responsibility for the alleged violation or refuses to comply with the proposed sanction, the Dean shall refer the matter to the Chair of the HCC for consideration by the full HCC. If the student fails to respond to the letter or fails to attend the informational meeting within the specified time period, the Dean will deem that the student has denied responsibility for the pending charges and refer the matter to the Chair of the HCC for consideration by the full HCC.
- When the Dean refers an alleged Honor Code violation for consideration by the full HCC,



The Chair shall:

- i. Convene the HCC within fifteen (15) working days of the Dean's referral of the matter;
  - ii. Cast a vote only in the case of a tie;
- h. The Chair must be present for the HCC to conduct its business.
- i. The following procedures shall be followed by the HCC:
    - i. The student shall be notified by the Chair of the HCC's composition with sufficient time to permit the student to identify any member of the panel who in the opinion of the student has a conflict of interest and recommend the member be recused;
    - ii. The student may request that any member of the HCC be disqualified on the ground of personal bias. The Chair shall make the determination either to retain or disqualify a member;
    - iii. A simple majority of the voting members of the HCC shall constitute a quorum;
    - iv. The HCC inquiry shall include the following:
      - (a) A meeting with the person who allegedly violated the Honor Code;
      - (b) A meeting with the person(s) who reported the alleged violation;
      - (c) A meeting with other witnesses with direct knowledge of the alleged violation; and
      - (d) A review of any other relevant evidence and the applicable policies, standards, and rules.
    - (e) The information discussed by the HCC shall be treated confidentially and shall not be discussed with those not involved with the inquiry;
    - (f) The standard of proof that shall apply is that a finding of responsibility is to be established by a preponderance of the evidence. A preponderance of the evidence means that there is evidence that it is more probable than not that the violation occurred;
  - v. After considering all the evidence, the HCC shall reconvene without the student present to discuss and determine whether a violation of the Honor Code has occurred and, if so, to recommend a sanction to the Dean;
  - vi. At the conclusion of its deliberations, the HCC shall provide a written report to the Dean within seven (7) business days that summarizes whether or not a violation of the Honor Code has occurred. If yes, the HCC shall recommend an appropriate sanction to the Dean in the written report.
  - vii. If after the deliberations it is determined that an Honor Code violation did not occur, the Chair shall send official communication of the outcome of the committee's deliberations to the alleged violator, the course instructor, the chair of the department for the corresponding course, the Academic and Student Affairs Dean, and the Dean.

## VII. Sanctions

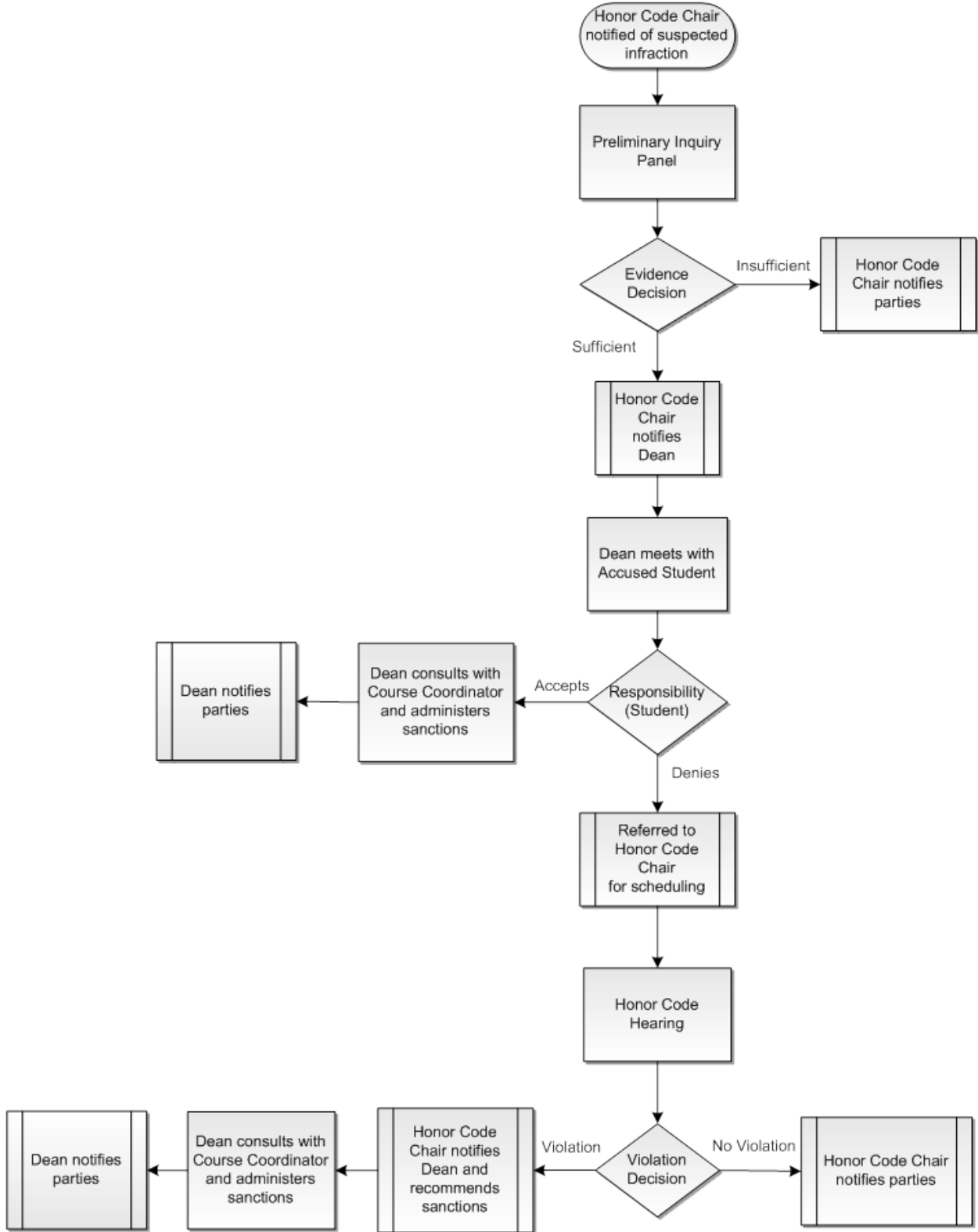
1. The Dean shall accept the determination of the HCC as to whether a violation of the Honor Code occurred. Following a consultation with the faculty coordinator of the course in which the violation occurred, the Dean may impose a sanction that is less than, the same as, or greater than that recommended by the HCC. The Dean shall notify the student in writing by first class mail of the decision within seven (7) business days following the receipt of the HCC's report. The Dean shall also inform the Chair of the HCC, the course instructor, the chair of the department for the corresponding course, and the Academic and Student Affairs Dean. The Dean's decision shall be final.

2. All disciplinary sanctions imposed on a student are cumulative in nature. All prior disciplinary actions noted in a student's file may be used in the punishment phase of subsequent cases of Honor Code violations committed by that student, and may result in more severe consequences than would otherwise have been the case.
3. Sanctions imposed by the Dean for violation(s) under the Honor Code shall include, but are not limited to, one or more of the following:
  - a. A written warning, including statements on expectations for future conduct and consequences if a subsequent violation of the Honor Code occurs;
  - b. A requirement that the student perform extra academic work (failure to complete the extra work will result in a grade of E);
  - c. A failing grade for an assignment or examination;
  - d. A reduction in the final grade in the course by a specified number of levels;
  - e. A final grade of E for the course;
  - f. A final grade of XE (representing failure in a course due to an academic offense) or XF (representing failure in a pass—fail course due to an academic offense) for the course, as defined by University Senate Rules.
  - g. Dismissal from the College with possible readmission under conditions specified at the time of dismissal and upon successful petition of the Dean; and
  - h. Termination as a student without the possibility of readmission to the College.
4. The record of disciplinary cases shall be maintained in the College of Pharmacy Office of the Dean of Students.
5. All actions of the HCC must be kept in complete confidence to ensure the protection of all participants. Any member breaching confidentiality may be subject to removal from the HCC.

### **VIII. Appeal**

1. A student found guilty of committing an offense subject to the College of Pharmacy Honor Code may, pursuant to University Senate Rule 6.6.0, appeal through the Academic Ombud to the University Appeals Board.

Figure. Honor Code Committee Process Flow



## **Senate Procedures and Senate Definitions Related to Academic Honesty**

University Senate Rules (USR) are available at  
[http://www.uky.edu/Faculty/Senate/rules\\_regulations/index.htm](http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm)

### **6.3.0 ACADEMIC OFFENSES AND PROCEDURES**

Students shall not plagiarize, cheat, or falsify or misuse academic records. [US: 3/7/88; 3/20/89]

If the academic offense involves research and/or extramural funding the administrative regulation for handling the offense is outlined in Administrative Regulation 7:2. [US: 2/10/97]

#### **6.3.1 Plagiarism**

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these *Rules* shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

#### **6.3.2 Cheating**

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board. [US: 12/12/05]

#### **6.3.3 Falsification or Misuse of Academic Records** [US: 3/20/89; US 4/10/00]

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application

documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

**6.4 DISPOSITION OF CASES OF ACADEMIC OFFENSES** [US: 3/10/86; US: 3/7/88; US: 12/12/05]

These rules govern the prosecution of academic offenses defined in Section 6.3. The rules in this section 6.4 are binding upon all persons and groups mentioned in these rules. Instructors who impose penalties for academic offenses without following these rules are violating the due-process rights of students. Instructors, administrators, and the Appeals Board do not have the authority to impose penalties less than the minimum prescribed by these rules. Deadlines may be extended by mutual agreement of the involved parties.



College of Pharmacy

Evaluation of Teaching Assistant Performance

Teaching Assistant: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Course(s) Assigned: \_\_\_\_\_

Average # hours/week required: \_\_\_\_\_

Briefly Describe Responsibilities (e.g., small group/ lab instruction, tutoring, exam proctor, etc.):

TA will complete self-evaluation, submit to Faculty Supervisor to complete evaluation of TA, meet to discuss scores.

\*No points awarded for items that are not observed or do not apply. If expectation is "Not Applicable to this position", place an X in that box.

Expectation	Outstanding Performance (3 points)	Meets Expectations (2 points)	Needs Improvement (1 point)	Unsatisfactory Performance (0 points)	Not Applicable *	TA Self-Evaluation Score	Faculty Supervisor Score of TA
<b>1. Dependability</b>	Actively inquired about responsibilities, needs, deadlines; volunteered additional assistance that was not required.	Was present for ALL assigned responsibilities	Was present for MOST responsibilities but occasionally was late or absent	Regularly was late or missed assignments	Not applicable to this position		
<b>2. Accuracy/ Consistency</b>	Followed grading and course guidelines well, actively inquired about potential points of confusion, could readily explain rationale for challenges/ questions	Followed grading and course guidelines and keys well, paid attention to detail, occasionally required correction	Followed key or guide, but required frequent or regular correction	Constantly demonstrated problems with interpretations and was generally careless	Not applicable to this position		
<b>3. Organization</b>	Actively improved organizational quality, suggested improvements when appropriate	Was well organized, kept good track of records, could readily retrieve needed information	Mistakes on grading/ information were not uncommon, occasionally misplaced exams, records or forms	Commonly was disorganized and had trouble locating materials readily	Not applicable to this position		

Expectation	Outstanding Performance (3 points)	Meets Expectations (2 points)	Needs Improvement (1 point)	Unsatisfactory Performance (0 points)	Not Applicable *	TA Self-Evaluation Score	Faculty Supervisor Score of TA
<b>4. Helpfulness to Students</b>	Actively sought ways and opportunities to be helpful	Was helpful and receptive when approached by students	Answered questions from students, but did not welcome them	Discouraged questions from students and/or belittled or berated questioners	Not applicable to this position		
<b>5. Knowledge</b>	Knowledge level was excellent either because of prior knowledge of subject and/ or effort to learn subject	Knowledge level was quite good but hindered by lack of overall knowledge of this particular subject ; tried to master the subject adequately	Not effective because of lack of knowledge in assigned subject and inability to master subject adequately	Ineffective because of lack of effort and/ or interest in mastering subject	Not applicable to this position		
<b>6. Communication Skills</b>	Highly effective communicator, explained difficult concepts and ideas well, could function independently	Effective communicator, explained most concepts well, required little follow-up	Had some problems communicating, explained most topics to some extent, but required frequent follow-up	Very ineffective communicator, could not be utilized for responsibilities requiring student interaction	Not applicable to this position		
<b>7. Ability to Relate Material to Pharmacy Practice or Students</b>	Readily related material to pharmacy practice or students very well and placed proper emphasis on important points	Related material to pharmacy practice or students appropriately	Related material to pharmacy practice or students but not always within a proper context	Did not relate material to pharmacy practice or students	Not applicable to this position		
<b>8. Attitude</b>	Appeared to enjoy responsibility and tried to be helpful. Performed jobs with care and with equal and optimal balance with classes and research	Did a good job without complaining. Considered responsibility important	Gave impression that TA responsibility was something to be tolerated rather than an important commitment; did an unsatisfactory job when other priorities arose	Place TA responsibility far behind own interests and activities	Not applicable to this position		
<b>9. Professionalism</b> <i>(appearance, impartiality, no evidence of harassment, suppression of gossip, confidentiality, balance openness and "drawing the line", attention to responsibilities)</i>	Very professional	Mostly professional, could use improvement in one or two minor areas such as (write in examples):	Marginally professional. Needs improvement in several minor or major areas such as (write in examples):	Unprofessional. Needs major improvement in area(s) (write in examples):	Not applicable to this position		

Expectation	Outstanding Performance (3 points)	Meets Expectations (2 points)	Needs Improvement (1 point)	Unsatisfactory Performance (0 points)	Not Applicable *	TA Self-Evaluation Score	Faculty Supervisor Score of TA
<b>10. Interest in Developing and Ability to Effectively Utilized New Teaching Methodologies</b> <i>(students helping in recitation sections)</i>	Acquired “active learning” principles and demonstrated effective utilization in small group settings	Was open to “active learning” principles and demonstrated ability to utilize some techniques in small group settings	Indifferent to “active learning” principles and functioned predominately in a traditional “expert” role	Caused more problems in the learning environment rather than assistance	Not applicable to this position		
<b>Total (add points in column)</b>							
<b>Average Score (total points / 10)</b>							

<b>TA Comments:</b>
<b>Faculty Supervisor Comments:</b>

Teaching Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Graduate Studies Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean for Educational Advancement Signature \_\_\_\_\_ Date \_\_\_\_\_

\***Submit original, signed form to Office of Education (BPC 114A).** Copies will be forwarded to Office of Graduate Education, TA major professor (as appropriate).



TA TIME LOG

TA NAME: \_\_\_\_\_

FACULTY MEMBER(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEMESTER (circle): FALL / SPRING YEAR: \_\_\_\_\_

COURSE ASSIGNMENT(s) and/or ROLE(s) (Patient Care Lab Pool; Exam Proctor): \_\_\_\_\_

\_\_\_\_\_

<b>Week</b>	<b>Hours</b>	<b>Tasks/Activities</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

STUDENT SIGNATURE: \_\_\_\_\_