

## STUDENT EMPLOYEES

### Policy Statement

It is the policy of the University of Texas Health Science Center at San Antonio that individuals appointed as Student Employees abide by policies established by the institution. Student Employees are subject to the rules and regulations of the Board of Nursing, the university, and school in which they hold employment. In performance of their duties, they must abide by and adhere to the academic and instructional criteria and policies established.

### Student Employees

Student Employees are current or graduate students who assist faculty with the delivery of nursing courses. Student Employees work under the supervision of the course instructor of record and are subject to established academic policies on student academic employment. In accordance with HOP policy 4.3.5, Student Employees **MUST** be currently enrolled in an institution of higher education and will be appointed to one of the approved job codes.

0458	Teaching Assistant
0459	Teaching Associate
0460	Student Assistant
0461	Graduate Assistant
0447	Graduate Research Assistant

\*0462 Student Associate is used for Students enrolled at least half time in high school, two (2) year college, or four (4) year college or university are restricted to the following job classification only

### Duties of Student Employees

Services provided by Student Employees include, but are not limited to: student practice sessions, discussion sessions, evaluation of students' work, performing clinical and clerical tasks associated with course instruction, and serve primarily as direct faculty assistant in the clinical setting. The Dean of the School of Nursing, in consultation with the Associate Dean for the program in which the Student Employees are employed, shall set the basic workload policy for Student Employees and communicate it to the faculty.

### Supervision and Instruction of Student Employees

1. All Student Employees will be under direct assigned supervision of a staff or regular faculty member and/or course instructor. The supervising faculty shall provide feedback of the teaching assistant's performance at the end of each semester.
2. Instruction of Student Employees shall be provided by the Office of Academic Affairs in order to prepare Student Employees to carry out assigned duty.
3. Student Employees are expected to conform to the same standards of conduct as faculty in the performance of their academic duties, respect the rights and opinions of students and uphold the academic standard of the university.
4. It is the responsible of the Student Employee supervisor to ensure a hourly time card is submitted. Additionally the supervisor accept responsibility for ensuring the student does not exceed his/her approved FTE/Hours.
5. The supervisor must notify the respective administrative office upon student's graduation or termination from employment.