

University of West Florida

Graduate Teaching Assistant Orientation

Where to Go from Here

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1. Academic Technology Center

Your one-stop-source for everything eLearning, UWF's online course Learning Management System. eLearning provides a secure online system for posting grades and content, for student submissions, and for assessment and communication.

<http://uwf.edu/atc/>

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2. First Year Advising Center

As a graduate student you are not advised by the First Year Advising Center, but for GTA's the freshmen in your class are. The First Year Advising Center is dedicated to helping freshmen students achieve their academic goals.

Bldg. 18

Phone: (850) 474-3170

<http://uwf.edu/advising/>

3. Career Services

Career Services offers assistance with internships, volunteer opportunities, resume-writing, interview skills, etc. for both graduate and undergraduate students. Career Services also offer in-class workshops for students. Some faculty and GTAs use this service when they are out of town for a conference or are absent due to a scheduled medical appointment.

Building 19, North entrance

Email: career@uwf.edu

Phone: (850) 474-2254

<http://uwf.edu/career/>

4. Child Care

Child care is available through the Educational Research Center for Child Development on a fee basis for children of students, faculty, staff, and alumni. Regular enrollment is open to children who are six months old through kindergarten age. Age range is extended through ten years during the summer semester. While students are given priority in placement, prospective students are urged to submit an application for child care as early as possible. The center is staffed by professionals in the field of education and provides a broad range of learning experiences for each child and opportunities for research, internships, and supervised teaching experiences for university students.

Building 99

Phone: (850) 474-2195

<http://uwf.edu/childdev/>

5. Counseling and Psychological Services

Counseling and Psychological Services provides confidential counseling free of charge. It offers counseling and therapy to help students address how to manage, cope, and grow with the stress associated with school and life. Counselors and psychologists help students with problems including depression, test anxiety, vocational indecision, relationship difficulties, sexual concerns, interpersonal conflict, identity confusion, substance abuse, stress management or other personal difficulties that may impede a student's academic progress.

Building 960, Suite 200A

Phone: (850)474-2420

<http://uwf.edu/counselingservices/>

6. Wellness Services

Wellness Services is the focal point on campus for student health promotion in the areas of alcohol and other drug misuse/abuse prevention, STI/ HIV prevention and sexual health promotion, and sexual assault prevention. These services are initiated campus-wide and are offered to student groups, organizations, residence halls, and classes. Wellness Services also works with the UWF Peer Educators to promote student driven health efforts on campus.

Building 960, Suite 200B

Phone: (850) 473-7112

<http://uwf.edu/wellness/>

7. Emergency Management

Emergency Management (EM) is a function of the office of Environmental Health and Safety (EH&S), within the University of West Florida Police Department. EM operates UWF's Emergency Notification Systems which includes ArgoAlert, a warning system that consists of sirens, SMS text messaging, email and voicemail; Blue Lights, a campus-wide communication system that provides a direct connection to the university police; and a Lightning Prediction System. EM works closely with the National Weather Service and the Escambia County Department of Public Safety to monitor and react appropriately in the event a tropical weather system approaches our area.

Building 95

Email: ermgt@uwf.edu

Phone: (850) 474-2435

<http://uwf.edu/ermgt/>

Phone, Campus Police (emergency): 911

Phone, Campus Police (non-emergency): (850) 474-2415

Phone, Environmental Health and Safety: (850) 474-2525

8. Graduate Assistant Handbook

The Graduate Assistant Handbook is intended to help Graduate Assistants understand the policies and procedures that govern their appointment at UWF. The handbook answers a number of frequently asked questions about the types of assistantships available, the general requirements for assistantships, stipends and tuition waivers associated with assistantships, and the student's responsibilities as a graduate assistant. The Graduate Assistant Handbook can be viewed [here](#).

9. Graduate Student Association

The Graduate Student Association (GRSA) was formed in 2007 to help promote interaction among graduate students and graduate departments and faculty. It is the GRSA's intent and purpose to provide students with effective communication with the Graduate School and University community. The GRSA's aims to serve as a forum for students to discuss graduate school, its related issues and how it affects student life. The organization also seeks to provide students with exposure and insight into the different volunteer opportunities, graduate assistant programs and prospective employment opportunities.

Building 11, room 215 (south entrance)
Phone: (850) 473-7714
<http://uwf.edu/graduate/graduate-life/grsa/>

10. ADA Compliance Services

The Office of Equity & Diversity is responsible for ensuring campus-wide compliance with the Americans with Disabilities Act of 1990 (ADA), Amendment Act of 2008 (ADAAA), and the Rehabilitation Act of 1973, as such, directly responds to faculty, staff and public requests for reasonable accommodations and indirectly to student requests. Students requesting reasonable accommodations are referred to the Student Disability Resource Center (SDRC). Our office works collaboratively with the Student Disability Resource Center to assist with student needs that SDRC is unable to meet and serves as a clearinghouse for all reasonable accommodation requests involving physical access. Discrimination complaints based on disability are referred to [Equal Opportunity Programs](#).

Building 75
Email: adacompliance@uwf.edu
Phone: (850) 474-2518
<http://uwf.edu/offices/university-college/departments/equity-diversity/ada-initiatives-for-employees/what-we-do/>

11. Center for University Teaching, Learning, and Assessment

The Center for University Teaching, Learning, and Assessment (CUTLA) facilitates the efforts of instructors to develop and sustain practices that promote the highest quality of teaching and learning. The Center Assists instructors as they explore and develop effective teaching strategies by providing workshops, consultations, web resources, services, and other professional development activities. It also assists instructors in the development and use of assessment evidence to evaluate new and existing teaching strategies and curricula.

Building 53, Suite 201
Email: cutla@uwf.edu
Email CUTLA Director: cstanny@uwf.edu
Phone: (850) 473-7435
<http://uwf.edu/offices/cutla/>

12. Information Technology Services Help Desk

The Information Technology Services (ITS) Help Desk is the primary support provider for UWF technology. Students are encouraged to contact the ITS Help Desk for assistance with UWF technology resources. Help Desk analysts are available via phone: (850) 474-2075, email: helpdesk@uwf.edu, and chat: <http://uwf.edu/helpdesk>. A list of supported services is available at <http://uwf.edu/helpdesk/aboutus/WhatWeSupport/>.

Personal File Storage Space (H: drive) and Web Publishing Space (I: drive)

All UWF students receive personal hard drive space on the UWF server for saving academic files. This space is commonly referred to as the H: drive (storage) and I: drive (web pages). Your drives are automatically backed up every hour and are available from any location with an Internet connection. They are also more secure than traditional electronic media since they can only be opened with your ArgoNet password. Students receive a total of 200MB of storage space which is shared between file storage (H: drive) and web pages (I: drive). Your drives are accessible through MyUWF (search for “file storage”). You will also find links to your drives in eDesktop and campus computer labs. More information on personal hard drive space is available at uwf.edu/helpdesk/support/filestorage/personal.cfm. Your personal web publishing space (I: drive) works similar to your personal file storage space (H: drive), except that anything saved on the I: drive is posted to the Internet.

Building 79
Email: helpdesk@uwf.edu
Phone: (850) 474-2075
<http://uwf.edu/helpdesk/>

13. Military & Veterans Resource Center

The primary goal of the Military and Veterans Resource Center (MVRC) is helping military and veteran students successfully transition from the military environment to campus life. The UWF MVRC serves as a leading campus advocate for military and veterans students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with coordinating academic advising, tutoring, counseling, disability accommodations, GI bill education benefits, referral to state and federal resources and services.

Building 38, Room 147
Email: mvrc@uwf.edu
Phone: (850) 474-2550
<http://uwf.edu/offices/military-veteran-resource-center/>

14. International Student Services

This office aims to promote interaction between international students and the university and local communities. The office is responsible for organizing and providing educational and social programs as well as coordinating campus and community services for international students and faculty. The office offers Intensive English classes, conversation language classes, and cross-cultural social activities. The office also administers the International Study Abroad program for currently-enrolled UWF students.

Building 71

Email: international@uwf.edu

Phone: (850) 474-2479

<http://uwf.edu/offices/university-college/departments/international-programs/international-student-services/what-we-do/>

15. Office of Student Rights and Responsibilities

The University provides a process for addressing and adjudicating incidents of non-academic student misconduct. To that end, the Office of Student Rights and Responsibilities (OSRR) seeks to enhance the educational mission of the university by promoting an educated, caring, fair and disciplined community. OSRR is your source of information about the student code of conduct, parental notification policy, FERPA, academic misconduct policy, and the student handbook. Students that wish to make a grievance, including grade appeals, should contact OSRR.

Building 21, Room 130

Email: deanofstudents@uwf.edu

Phone: (850) 474-2440

<http://uwf.edu/offices/dean-of-students/office-of-student-rights-and-responsibilities/mission-and-vision/>

16. Statistical Consulting Services

Faculty of the Department of Mathematics and Statistics are dedicated to improving the quality of statistical information in other research areas. In this role, their primary interest is in providing statistical support to students, faculty, and staff. Researchers across campus are encouraged to benefit from consultations with statisticians in the critical stage of their experiments and throughout the duration of their investigations, **including thesis research!** All researchers are encouraged to visit the center early in their research, preferably during the design phase. Early consultation is crucial to avoiding potential mismatches between the statistical training of the user and the research problem selected.

Building 4

Email Director, Dr. Raid Amin: ramin@uwf.edu

Phone: (850) 747-3014

17. Student Disability Resource Center

The Student Disability Resource Center (SDRC) works with students and faculty to help make UWF an accessible learning environment. The SDRC offers a variety of services for students with documented disabilities, including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, ADHD, psychiatric disorders, and medical disabilities. The SDRC staff provides assistance for eligible students with disabilities by ensuring that appropriate accommodations are made through a variety of auxiliary services that may include interpretive services, testing accommodations, assistive technology, and note taking assistance.

Building 19, Room 100D

Email: sdrc@uwf.edu

Phone: (850) 474-2387

<http://uwf.edu/offices/student-disability-resource-center/>

18. Student Health Services

Student Health Services provides high quality primary health care, education, and prevention services.

Building 960, Suite 106

Email: healthservices@uwf.edu

Phone: (850) 474-2172

<http://uwf.edu/offices/student-health-services/>

19. Writing Lab

Any university student, whether or not enrolled in a composition course, may use the Writing Lab for help with writing problems. The Writing Lab offers paper reading/critiquing and tutoring in grammar and usage, mechanics, and sentence structure. The writing Lab offers assistance with a wide variety of writing related tasks such as writing papers, revising papers, formatting papers, formatting references, writing resumes, etc. The writing lab is a great resource for anyone writing a paper but also for instructors who can request students to consult the Writing Lab before handing in a written document.

Building 51, room 157

Email: writelab@uwf.edu

Phone: (850) 474-2029

<http://uwf.edu/cassh/support-resources/writing-lab/>