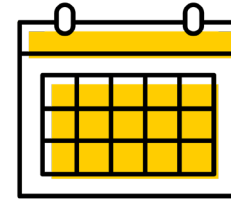College of Liberal Arts and Sciences

TA Orientation Fall 2025
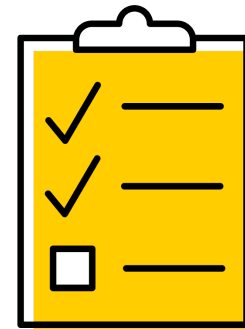
CLAS Policies and Resources

Required Compliances

→ FERPA
- Due before you can access any course materials (ICON, MAUI, student class lists). Complete this week.
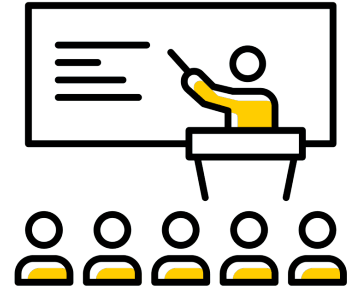
→ Harassment Prevention Education

→ Free Speech Training

→ Other department specific compliances

To complete, go to https://hris.uiowa.edu

→ My Career → My Compliances → Unfulfilled Compliances

CLAS Syllabus Introduction
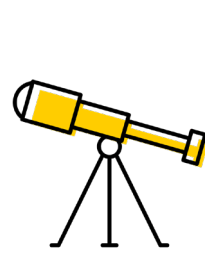
→ **[Must use CLAS Syllabus Template](#)**

- Some courses have their own syllabus template based on CLAS template that TAs use as a starting point

→ **Notes about Syllabus for 2025-26**

- Must include a course policy on AI Tools

- Instructor should offer to meet with students early in the semester to discuss academic accommodations and religious/holy day absence requests

- Make sure to provide final exam duration (60, 80 or 120 min) if the course is going to offer a final exam (not required)

ICON Introduction

→ **[ICON (Iowa Courses Online) is the Learning Management System at the University of Iowa](#)** and is primarily powered by Canvas.

→ With ICON, instructors can create, edit, and deliver online learning resources for their courses.

→ Instructors must use ICON to record and share student grades.

→ Only registered students should have access to your course's ICON site; students will be automatically added and dropped each night into the ICON site through MAUI – do not add students to the ICON site yourself!

→ The [ICON course template](#) was built to assist instructors in producing accessible courses that meet student needs. Please use this template when you first set up your course in ICON!

→ [Getting started with ICON](#) – a guide for new instructors

MAUI Introduction

→ Made At the University of Iowa (MAUI) is the **official UI student information system**.

→ My Courses: A MAUI page displays course(s) for which the user is assigned as an instructor, course supervisor, or team teacher. **The page also includes links to view class lists, report attendance & grades, and grant special permission.**

→ **Instructor must manage the following lists in MAUI**

- Class List
- Attend List
- Midterm List
- Final List

www.maui.uiowa.edu
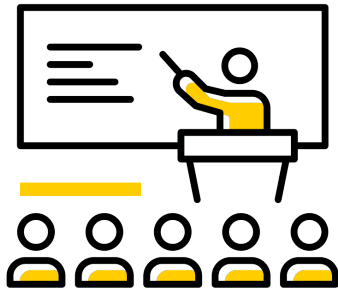
Support: https://help.maui.uiowa.edu/facultyinstructor-maui-guides

CLAS Undergraduate Teaching Policies + Procedures

For full details see:
https://resource.clas.uiowa.edu/undergraduate-teaching-policies-and-procedures

Instructional Policies: Attendance and Modality

- Attendance policies should be clearly described on the syllabus and discussed with students during class and throughout the semester as needed, but especially before the due dates of major assignments and before exams.

- It is the responsibility of each student to know the instructor's attendance and absence policy. Students with questions are encouraged to ask the instructor for clarification.

- Students must attend courses in the delivery mode listed in the MyUI course description (e.g., in-person, hybrid, online). **Instructors are not permitted to offer overall changes in course modality due to student requests.** Exceptions to the course delivery mode are not made for individual students.

Instructional Policies: Grading and Exams

Missing Exams or Major Assignments/Assessments

→ [University policy](#) requires that students be permitted to make up examinations missed because of illness, religious holy days, military service obligations, including service-related medical appointments, or unavoidable circumstances.

Grades and grading

→ TAs should discuss grading criteria and expectations with the course supervisor.

→ Instructors are obligated to evaluate each student's work fairly and without bias and to assign grades based on criteria that have been well defined for students.

→ The grading scheme should be described in the syllabus and reviewed with students throughout the course.

→ The college does not support grading schemes that use pre-determined quotas of students receiving each letter grade. Every student should have the opportunity to be successful.

Instructional Policies: Misconduct

→ All undergraduate students in CLAS courses are expected to abide by the CLAS Code of Academic Honesty. This code describes various types of misconduct.

→ Please share information about the Code of Academic Honesty and talk with students about expectations, especially as it relates to the use and misuse of AI Tools.

→ **Please use this form to report academic misconduct to the college: online reporting form**

→ Instructors apply a grade sanction (i.e., lower grade or zero on an assignment) for the student. CLAS can choose to apply a further sanction. CLAS does not support failing a student for the entire course for a single case of academic misconduct.

Supporting Students in Distress

- Always feel free to reach out to CLAS UP
  - email: clas-undergrad@uiowa.edu
  - 319-335-2633 or stop by 120 SH

- CLAS Student Support Resources

- CLAS Quick Guide for Students in Distress (linked above and available on August 1, 2025)

Teaching Resources and Support for Graduate TAs

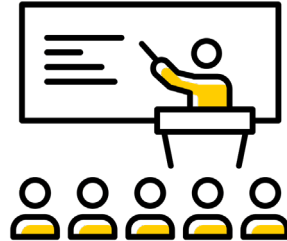## University of Iowa Center for Teaching

→ Programs and Initiatives

→ Teaching Resources

→ Center for Teaching Support for Graduate Teaching Assistants

Office of Teaching and Learning Technology (OTLT)

• Events

• Programs and Initiatives

Teaching Observation and Evaluation

→ All new TAs are observed by midterm of their first semester

→ All CLAS TAs and RAs receive a departmental performance evaluation separate from the teaching observation each semester

→ Students use the evaluation tool called [Student Perception of Teaching (SPOT)](#) to fill out end of semester evaluations that are shared with course supervisor and department

  - [SPOT can also be used during the semester by instructors who are interested in additional feedback from students](#) – this is recommended!

→ [Read about the university's commitment to effective teaching and improved teaching evaluation methods](#)

→

Important Phone Numbers

Put these numbers in your cell phone as needed

→ Classroom Technology: 319-335-1976

→ Information Technology Services (ITS): 319-384-4357

→ Student Care and Assistance: 319-335-1162

→ Facilities Management/ FM@YourService: 319-335-5071

→ UI Support and Crisis Line: 844-461-5420
- Text or call this number ANYTIME (24/7) for mental health crisis support

→ International Student and Scholar Services: 319-335-0335

→ UI Public Safety/Police (non-emergency): 319-335-5022

→ Iowa City Police (non-emergency): 319-356-6800

→ Coralville Police (non-emergency): 319-248-1800

→ Employee Benefits/Insurance: 319-335-2676

→ Payroll Services: 319-353-2234

IOWA