
Policies for GAs

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Date Mon 8/25/2025 1:00 PM

To STAT-GA <STAT-GA@team.uiowa.edu>

Cc STAT-REGFAC <STAT-REGFAC@team.uiowa.edu>

Department of Statistics and Actuarial Science

MEMO

TO: Graduate Assistants

[copy to Faculty]

We hope your first day of the fall semester is going well! As we're settling in, we want to remind everyone about a few policies:

1. Faculty and staff rely on university **email to communicate** with you. Please check your .uiowa email account at least a couple times a day, and respond in a timely manner.
2. Office **computing or printing problems** should be reported to our IT staff via email: request@divms.uiowa.edu. Please include your name, office number, computer ID (STAT-xxxx), and the exact nature of your problem.
3. To protect the confidentiality of student information and exams, please **do not come into the kitchen area** of 241 SH (beyond the front desk) unless accompanied by a faculty member.
4. If you are looking for a quiet place to eat lunch or relax, the Muhly Lounge in 3 MLH is open to the public during normal business hours. In W105 PBB, you can find food and drinks for sale, as well as limited seating, at "Pat's Diner." If you are looking for filtered water, public dispensers are available near 15 MLH and on the 2nd floor of the University Capitol Centre.
5. Our **conference room** in 241B SH is available to you for office hours, meetings, interviews, and presentations. You can indicate your reservations in the calendar near the mailboxes.
6. We must **take our own trash and recycling out** to the hallway bins on a regular basis. Please respect your office mates and keep your office and desk tidy.
7. If you are interested in becoming a **private tutor**, please send an email to heather-roth@uiowa.edu with the following information: your name, courses you are willing to tutor (but not any for which you are currently being paid by the university), and your email address and phone number. Our private tutor list is posted online: <https://stat.uiowa.edu/resources/tutoring>. Students will contact you directly for tutoring arrangements and fees.
8. Remember to submit your *work-related* **photocopying requests electronically** to stat-staff@team.uiowa.edu. Attach the pdf document and let us know:
 - The course number
 - The faculty supervisor
 - # of copies

- Finishing
 - Single-sided or double-sided
 - Collated
 - Stapled
- Date needed (please allow **at least 24 hours**)

You must print your own *personal* copies to one of the printers in 350, 346 or 41 SH.

9. For **scan requests**, please indicate the email address you want it sent to.

Please see me if you need supplies such as paper, folders, or red pens. Let us know if you have any concerns, and have a great semester!

Best regards,
Heather

Heather Roth (she/her/hers)

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The logo for the University of Iowa, featuring the word "IOWA" in a bold, yellow, sans-serif font.