

TA Resources

This document serves as a curated list of campus resources that may benefit you, either as a graduate student or as a TA. As a graduate student, you may have received most of this information during student orientation, but likely not all in one document. As a TA, you may also find it helpful to point your students to these resources as needed. Please refer to the TA Decision Chart document for examples of situations when you would refer students to some of these resources. Note: this resource is up-to-date as of September 2018.

Resource	Description and Contact Information
Policies	
The Graduate School	Handbook for TAs, RAs, and ALs
USC Policy	Reference to all USC policies
SCampus	SCampus covers general policy statements, student conduct code, academic policies, free expression and dissent, sexual, interpersonal, and protected class misconduct, student organizations, and safety
Disruptive and Threatening Student Behavior: Guidelines for Faculty and Staff	The Guidelines 1) assist you in thinking through response to situations in which students may behave in unusual or unpredictable ways; 2) help you handle an actual threat; and 3) assist you with referral and protocol procedures
Responsible Employee Policy	TAs are considered " responsible employees " and are duty-bound to report all information about suspected prohibited conduct to the Title IX Office
USC Principles of Community	Explicit expectations regarding the behavior of each member of the USC community
Academic Conduct Policy	Required statement in all course syllabi points to SCampus Part B, Section 11 "Behavior Violating University Standards" including plagiarism and scientific misconduct defining behaviors constituting research misconduct
Student Judicial Affairs and Community Standards (SJACS)	Academic Integrity Policy and Resources Academic Integrity Online Tutorials recommended by SJACS Frequently Asked Questions (FAQs)
Policy on Absences for Observance of Religious Holy Days	Statement from the Office of Religious Life and calendar of religious holy days
Trainings	

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FERPA	<p>Anyone who has access to student records that contain confidential information, e.g. grades, GPA etc. should go through FERPA training. Online tutorial Office of Academic Records and Registrar (213) 740-1164 ferpahelp@usc.edu</p>
Sexual Assault Prevention and Campus Safety	<p>Required online training for graduate students. "Think About It" and "On the Safe Side" trainings provided through the MyUSC portal</p>
Lab Safety	<p>All PhD students (including TAs) working in research labs are required to take General Lab Safety training. If you have not completed General Lab Safety training, or if you need specialized lab training, please contact your department.</p>
Blackboard	<p>For support with the Blackboard Learning Management System (LMS) including Turnitin assistance 24/7 Help line (213) 740-5555 Option 2 or blackboard@usc.edu Self help page (TAs should use the faculty help page, not the student one) Blackboard instructional videos and by logging into Lynda via Blackboard (Lynda tutorials are free when logged in with USC account)</p>
Emergency	
Department of Public Safety (DPS)	<p>(213) 740-4321 (UPC emergency) (213) 740-6000 (UPC non-emergency) (323) 442-1000 (HSC emergency) (323) 442-1200 (HSC non-emerge) LiveSafe app Steps: download the free LiveSafe app from the Apple App Store or Google Play, create a user profile to log in, select "University of Southern California" from the drop down menu</p>
Health	
Medical Services at the Engemann Student Health Center (ESH) at UPC	<p>Engemann Health Center (213) 740-9355 eshcgen@usc.edu Make a non-emergency appointment through the MyStudent Health Record (MySHR) Portal For urgent but non-life threatening situations, for sudden and severe symptoms, visit the Acute Care Clinic, 1st Floor. For after hours assistance, call (213) 740-9355</p>

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Student Counseling Services at the Engemann Student Health Center (ESH) 3rd Floor at UPC	Free and confidential mental health treatment for students , including short-term psychotherapy, group counseling, stress fitness workshops, and crisis interventions (213) 740-7711 (option 2; after hours/after 5pm or holidays, option 0) Make a non-emergency appointment through the My Student Health Record (MySHR) Portal
Medical and Counseling Services at the Eric Cohen Student Health Center (HC1) Suite 104 at HSC	Eric Cohen Student Health Center (323) 442-5631 (24 hr. line; after-hours calls directed to on-call clinician). <i>Note: This is the same line as the Counseling Services line. The call will be routed to the needed service.</i> Make a non-emergency appointment through the MyStudent Health Record (MySHR) Portal
National Suicide Prevention Lifeline	National Suicide Prevention Lifeline Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24/7 (800) 273-8255
Student Support Services and Information	
Campus Support and Advocacy (formerly Student Support and Advocacy)	Assistance in resolving complex personal, financial, and academic issues adversely affecting student success (213) 821-4710
Relationship and Sexual Violence Prevention and Services (RSVP) (formerly the Center for Women and Men) at the Engemann Student Health Center, Room 356 (ESH 356)	Free and confidential therapy services, workshops, and training for situations related to gender-based harm (213) 740-4900
Sexual Assault Resource Center	How to get help or help a survivor, rights, reporting options, and additional sexual assault resources
Office of Equity and Diversity/Title IX Compliance	Office of Equity and Diversity/Title IX Compliance Works with faculty, staff, visitors, applicants, and students around issues of protected class (213) 740-5086
Bias Assessment Response and Support	Reporting of incidents of bias, hate crimes, and microaggressions allowing for appropriate investigation and response Bias Incident Reporting Form

Resource	Description and Contact Information
Harassment	Harassment or Discrimination Sexual Harassment definitions and examples
Trojans Care for Trojans (TC4T)	How to take action when concerned about a fellow Trojan challenged with personal difficulties Private and anonymous CARE request form
Wellness and School/Work/Life Balance	
Office for Wellness and Health Promotion (OWHP) at the Engemann Student Health Center (ESH)	OWHP (213) 740-9355 (option 7, then option 3) or direct (213) 740- 4777 Drop-in Wellness Lounge, Room 203, M-F 9-5pm Free: snacks, massage chairs, wellness library, safer sex supplies, sanitary supplies, classes (meditation, yoga, tai chi), drop-in consults with peer health advocates and staff
Occupational Therapy at the Engemann Student Health Center (ESH), Room 452	(323) 442-3340 otfp@med.usc.edu "OT On Call" online resource for requesting on-campus health coaching
Mindful USC	Free classes, practice groups, and resources for mindfulness and meditation
Office of Religious Life	More than 80 student religious organizations, interfaith engagement, and prayer spaces (213) 740-6110 olr@usc.edu
Diversity@USC Resources for Students	Campus resources , student advocacy groups, school-based initiatives, fellowships and aid
Office of International Services	Serving international students and scholars , and supporting questions and paperwork for academics, work, and life in the U.S.
Disability and Accessibility	
Disability Services and Programs (DSP) in Grace Ford Salvatori (GFS) 120	For academic accommodations or (213) 740-0776 or ability@usc.edu
Academic Support	
USC Libraries Research Guides	Nearly 300 research guides called LibGuides on 40 subjects including writing research papers, statistics and data, and specific fields of study

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Student-Athlete Academic Services at the John McKay Center (JMC) 102	Student athletes can contact their advisor in Student-Athlete Academic Services (213) 821-4710
Kortschak Center for Learning and Creativity in Student Union (STU) 311	Kortschak Center Downloadable resources, coaching, time management and study strategies (213) 740-7884 https://kortschakcenter.usc.edu/ Computer lab and study room open M-F 8-5pm
Office of Undergraduate Programs	Undergraduate Support Services Academic Support Network Brochure
Tutoring	Undergraduate Tutoring Services in Student Union (STU) 300 (213) 740-1741 Request a free tutor tutoring@usc.edu Specific tutoring (such as The Writing Center, USC Viterbi Academic Resource Center, and other department-specific centers)
Academic Counseling and Advising	Undecided major, change major, academic difficulties or acs@provost.usc.edu for an appointment