



Edward J. Bloustein School
of Planning and Public Policy

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To: Students Using TA/GA rooms

From: Steve Weston
Assistant Dean for Student and Academic Services

Re: Room Usage Policies

Date: September 2020

The Bloustein School has redesigned several rooms to provide additional space, computers, and telephones to Teaching and Graduate Assistants. These offices have been outfitted with new equipment and furniture to provide ample space for TAs and GAs and some hourly assistants to conduct their research and instructional responsibilities.

With this privilege comes the need to establish some responsibilities. We ask that you review the enclosed policies for room usage. When you have reviewed them, please complete the attached form of understanding and return it to Marie O'Brien (marieo@rutgers.edu) in room 192. She will provide you with the key to your office space for the term of your appointment.

Thank you.

cc: Courtney Culler
Marie O'Brien

Encs.

TA/GA Room Policies

1. Assignment and keys:
 - Students are assigned to use a TA/GA room based upon director and dean selections and approvals. No unauthorized individuals may sit in, work or use the room in question without being a “keyholder.”
 - Keys are distributed to TAs/GAs at the beginning of their appointment term. Keys must be returned at the end of an appointment term to Marie O’Brien (marieo@rutgers.edu), room 192. End of appointment term will be the day before the university closes in December (for one semester TA and GA’s) or commencement day in May. Failure to return key will result in a \$95.00 key replacement fee and a hold on your academic records.
2. Schedules between TA’s and GA’s sharing a room/desks must be worked out between occupants at the beginning of each semester. Each desk may have as many as two TAs or GAs assigned to it, averaging 7.5 to 15 hours per week.
3. Computers
 - Computers in rooms must be maintained properly. All problems must be reported to Joseph Abraham, room 357, as soon as possible.
 - Do not lock out terminals for periods longer than a few minutes. Log off to allow others use them, should you have to leave the office.
4. Cleanliness
 - **NO FOOD IS ALLOWED AT ANY TIME** in any of the TA/GA office space, or for that matter, in any of the computer labs. The 2nd floor student lounge or 5th floor kitchen are available for this purpose.
 - Cleanliness of the rooms is paramount and it is encouraged that all students using the office spaces understand this point. Throw all trash away in the trash receptacles. Don’t leave papers, notebooks, books or pens, lying around next to terminals or on the floor. Clean up after yourself and terminals should be able to be used by other TAs or GAs using the space.
5. Storage and personal items: do not use the TA/GA rooms for storage room, except for materials pertinent to a project to which you are assigned. Please keep walls free from postings, paper, notes, etc.
6. Telephones: use of telephones should be confined to calls relating to TA or GA work only. All lines will be set at ‘local rate’ for telephone use, unless specifically requested. No personal calls are allowed at any time, as telephone long distance usage will be monitored for appropriate charging to individual grants, classes, for research and teaching purposes. In addition, be courteous to others working in the room and notify them prior to lengthy, work-related telephone conversations. Should you experience problems with the telephone or computer equipment, please notify Steve Weston in room 190.
7. Security: please turn out lights and close the door (making sure the door is locked) when you leave. (remember to keep your keys with you at all times!)

Thank you for your support in keeping these rooms in good condition for years to come. Should you have any questions, please feel free to contact me.

