

TEACHING ASSISTANT DUTIES

Duties in common for all TAs:

Establish and Maintain Communications with Supervising Faculty:

- Meet with each supervising faculty member (course instructor) before classes begin.
- Meet with each supervising faculty member regularly during the quarter, typically once per week (for courses with more than one TA, this may be a weekly group meeting).
- Exchange e-mail and phone contacts, then check your messages daily.
- Contact each supervising faculty member at the end of the quarter to insure that there are no outstanding issues to be resolved.

Adhere to Policies and Procedures established by Supervising Faculty:

- Familiarize yourself with course policies and procedures.
- Consult the supervising faculty member about anything that is unclear.
- Follow these policies and procedures at all times, and apply them fairly and uniformly to each student.
- Discuss any exceptional situations with the supervising faculty member before taking action.

Promptly Inform the Supervising Faculty of any Problems:

- Discuss any problem or abnormal situation with the supervising faculty member as soon as possible.
- If it is necessary to take an action immediately, please do so, but also inform the student(s) involved that your action is subject to review by the supervising faculty member.
- Follow up with all parties to insure that the problem is resolved appropriately.

Take your Assigned Responsibilities Seriously:

- Begin each assigned session on time, stay with your class, and finish on time.
- Maintain professional demeanor at all times.
- If you must miss an assigned duty, notify both your supervising faculty member and the Senior Lecturer as far in advance as possible.
- Assist the department in arranging for a substitute to cover your duties.

Grade and Return Assignments in a Timely Fashion:

- Complete each grading assignment promptly.
- It may be necessary in some cases to grade, record and return assignments within as little as 24 hours, but typically several days will be allowed for most grading assignments.
- The faculty supervisor will establish reasonable timelines for grading in each course, and there will be few if any cases in which more than one week is allowed for grading any assignment.

- Return graded papers to the faculty supervisor, or the Program Assistant, or the students as directed by your faculty supervisor.

Maintain Accurate and Up-to-Date Records:

- Record keeping is perhaps your most important duty.
- Grades for individual assignments must be recorded before the papers are returned to the faculty supervisor, the Program Assistant, or the students.
- The faculty supervisor will establish reasonable timelines for record keeping.
- Generally records will not be considered up-to-date unless grades for assignments are recorded within one week after the papers are turned in.
- Review your records monthly and attempt to verify any missing or disputed grades with the students involved.

Other Duties that May be Required of Any TA:

- Attend and/or assist with course lectures.
- Proctor exams.
- Develop course materials, such as exam questions or homework problems.
- Supervise other TAs or hourly workers.

Additional Duties for selected TA assignments:

For TAs assigned to 100 level laboratory sections:

- Be familiar with lab safety procedures and be prepared to summon help when needed.
- Work through and familiarize yourself with each week's lab prior to teaching it.
- Use the scheduled lab time to assist students with their lab work.
- Initial and collect all lab papers by the end of each lab session.
- Record lab grades in the Tycho system as specified by the lab faculty supervisor.
- Regularly contact each of your students who miss a lab to discuss possible consequences and make-up procedures.
- Insure that the equipment at each station is in order at the end of the lab period.
- Promptly report all malfunctioning equipment to the appropriate lab tech.

For TAs assigned to 200-500 level laboratory sections:

- Be familiar with lab safety procedures and be prepared to summon help when needed.
- Work through and familiarize yourself with each week's lab prior to teaching it.
- Use the scheduled lab time to assist students with their lab work.
- Promptly report all malfunctioning equipment to the appropriate lab tech.

For TAs assigned to 100 level tutorial sections:

- Be familiar with safety issues for the tutorial rooms, and be prepared to summon help when needed.

- Work through and familiarize yourself with each week's tutorial prior to teaching it.
- Use the scheduled tutorial time to question students in order to assist them in resolving the tutorial worksheet questions.
- If you are the grader for a tutorial section, record tutorial grades in the Tycho system in a timely fashion.

For TAs assigned to 100-500 level discussion sections:

- Be familiar with safety issues for the classroom, and be prepared to summon help when needed.
- Confirm the material and pedagogical approach to be taken in the discussion sections with your faculty supervisor.
- Work through and familiarize yourself with each week's material prior to teaching it.
- Attend course lectures if asked to do so by your faculty supervisor.
- Use the scheduled time to assist students as directed by your faculty supervisor.

For TAs assigned to grade exams for PHYS 121-2-3:

- Check with the tutorial faculty supervisor for a schedule of specific exam questions that you are expected to grade.
- Meet with the question author to discuss the solution and grading rubric.
- When notified, collect exam papers from the Program Assistant, question author or lecture faculty supervisor.
- Grade the papers, record the grades in the Tycho system, and return the papers by the stated deadline. Notify the Program Assistant of any problems, e.g., if there any students for whom you were unable to record grades.

For TAs assigned to grade for lecture courses other than 121-2-3:

- Check with your faculty supervisor about additional duties within the limits set by the total hours of your assignment. Examples:
- Hold office hours to meet with students.
- Conduct review sessions for exams.
- Monitor electronic class discussion boards.
- Prepare solutions to assignments or exams.

For TAs assigned to the Study Center:

- Attend the orientation meeting scheduled by the faculty supervisor.
- Be familiar with safety issues for the Study Center, and be prepared to summon help when needed.
- Sign in and out on the posted TA list for each of your assigned sessions.
- Use your scheduled time to assist groups of students as directed by the faculty supervisor.
- If you are teaching 100 level labs or tutorials, announce your Study Center schedule to your students.