

The TA will be responsible for:

working _____ (number of hours) per week

See Canadian Union of Public Employees (CUPE) Agreement at <http://web.uvic.ca/~cupe4163/> for details about your position.

- holding office hours
- attending lectures
- keeping class records
- creating/selecting class materials
- presenting new material/lecturing
- leading discussions/answering questions
- conducting review sessions
- holding tutorial sessions
- duplicating materials
- preparing/collecting solutions to questions
- grading/providing feedback on assignments and exams
- assigning course grades
- ordering, obtaining AV equipment/materials
- setting up the lab
- running tutorial or lab section(s)
- demonstrating procedures or setting up demonstrations
- cleaning the lab
- others (see following pages)

Overview of Primary TA Responsibilities

It is important that you, as a TA, determine how many hours you should allocate for class time, laboratories, office hours, preparation, grading, and other duties. By reviewing these pages, and determining which duties you will be taking on, you will be better able to plan your time and perform your responsibilities. Review this list with your course supervisor.



Questions TAs may want to ask:

Course Overview

- What are the course goals/objectives?
- Who are the students (background with subject, level, class list, etc.)?
- What are the names/emails/phone numbers of other TAs assigned to this course?
- What is the procedure to follow if you are ill or must miss a class/lab?
- What is the workload distribution among TAs assigned to the course?

Initial Tasks

- What are you expected to do prior to the first class meeting?
- Are you expected to attend the first class meeting?

TA/Supervisor Meetings

- How frequently will you meet with the professor/supervisor?
- How can you be contacted by the professor/supervisor?

__ office phone: _____

__ home phone: _____

__ e-mail: _____

__ note on office door: _____ (office number: _____)

__ note in laboratory: _____ (laboratory: _____)

__ note in box _____

- How can the professor/instructor be contacted?

__ office phone: _____

__ home phone: _____

__ e-mail: _____

__ note on office door: _____ (office number: _____)

__ note in laboratory: _____ (laboratory location: _____)

__ note in box _____

It is advisable to take home the contact info for the supervisor and other TAs (if there are any) so that you know who to get in touch with in case of illness or emergencies.

Questions TAs may want to ask:

continued...

Materials

Textbook/laboratory manual:

- How can you obtain a copy?

Other materials:

- If you are responsible for putting materials on reserve, what procedure do you need to follow?
- Will the course have Moodle or another Internet site? (If so, make sure you have access to it.)
 - Find out who maintains and monitors it and who to contact for technical problems.
 - In what way are the students expected to use it?
- Are you expected to read all class materials and answer student questions regarding these materials?
 - Find out who to contact for course content problems.

Class Meetings

- How often are you expected to attend class?
 - ___ every class
 - ___ exams only
 - ___ not required to attend any classes
 - ___ other
- If you are expected to attend classes, at what time are you expected to arrive?
- What responsibilities will you have with respect to the class meeting?
 - ___ answer questions at the beginning, middle or end of class
 - ___ distribute/collect assignments and/or handouts
 - ___ take notes on the lecture
 - ___ lead discussion(s), facilitate activities
 - ___ notify students of class cancellations
 - ___ set up/run AV/lab equipment
 - ___ lecture/present material (will professor be available for assistance?)
 - ___ clarify class/university policies (lateness, assignment/test make-up, cheating, etc.)

Questions TAs may want to ask:

continued...

Office Hours

- Does the professor/instructor hold office hours? __ yes __ no
 - If yes, where and when?
- Are you expected to hold weekly office hours? __ yes __ no
 - If yes, where and when?
- How will students be notified of the location and times of your office hours?

Other Student Contact Responsibilities

- How will students contact you?
- If you are working in a lab, it is not always wise to give out your lab phone number. We strongly recommend that you never give out your home phone number.
- An email list or Moodle bulletin board is an easy mechanism for building community/answering questions.
- Are you expected to:
 - ___ conduct review or help sessions?
 - ___ tutor individuals or groups (beyond office hours)?
- If so, when and where?

Technology

- Are you expected to reserve, obtain and return AV, computer or laboratory equipment?
 - If so, what equipment will be needed and when will it be needed?
 - Where is this equipment located?
 - Is there a charge, form or project number that should be used when reserving equipment?

Photocopying

- Are you expected to photocopy materials for the course?
 - If so, what materials will need to be photocopied and where are they located?
- Are you expected to bring photocopied materials to class?
- If you are responsible for photocopying, where should it be done?
 - ___ in departmental office?
 - Will you be provided with a code?
- Are you required to bring the photocopying to:
 - ___ a departmental secretary?
 - ___ a duplicating service on campus?
- How much lead time is needed?
- What is the procedure?

Questions TAs may want to ask:

continued...

Assignments

- What kind of assignments are students expected to complete?
- Are due dates and late-acceptance policy specified in the syllabus?
- How can you obtain a copy of department policies on grading, plagiarism, and so on, and a copy of university policies that directly affect instruction?
- Find out who is responsible for marking schemes and grading rubrics.
- Make sure you know the mechanism for grade complaints and articulate this to your class.
- With respect to assignments, what responsibilities will you have?

___ preparing

___ collecting

___ grading/recording scores

___ giving feedback

___ instructing students about specific formats

Exams

- When will exams be held?
- Approximately how many questions and of what type will you be expected to create for each exam? By when?
- Will the professor/ instructor review the questions you create?
- What resources are available to assist you in preparing questions (e.g.: sample questions, old exams, test banks)?
- Are you expected to score/grade exams? By when?
- Who establishes grading criteria?
- Are you expected to invigilate exams?
- Will the professor/instructor attend exams?
- Are you expected to bring exams to the exam session?
- Are you expected to bring other materials to the exam session?

Administration/Grading

- What responsibilities will you have with respect to administration and grading?

___ enforce academic misconduct rules

___ assign grades/make recommendations for grading

___ keep class records. If so, when must they be turned in?

___ tabulate grades. If so, when must they be turned in?

___ fill out and/or submit grade sheets. If so, when must they be turned in?

___ post scores /grades. If so, when and where?

continued...

Questions TAs may want to ask:

TA Performance Evaluation/Feedback

- What manner of performance evaluation can you expect?
 - ___ formal observation/evaluation from faculty/instructor
 - ___ peer observation
 - ___ student ratings
- When will evaluation(s) be given?
 - ___ at mid-semester
 - ___ at semester's end
 - ___ at the TA's request
 - ___ when there is a problem
 - ___ informally during the semester as part of regular meetings
- Student evaluation of TA's performance will be:
 - ___ When? Who will receive copies?

Reference:

Questions TAs may want to ask was adapted from The Center for Teaching and Learning Services. (2008). TA Responsibilities Checklist. Retrieved July 6, 2010, from the University of Minnesota website:

http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_46421.pdf

Course Evaluation

- What manner of evaluation will be conducted regarding the course and the instructor/professor?
- Who gets copies of the results?

Other

