



## Faculty of Land and Food Systems TA Orientation Guide for Instructors and Teaching Assistants

**STATEMENT OF PURPOSE:**

- To ensure a healthy working relationship between an Instructor and his/her TA(s), please use this guide as a starting point for your orientation. THIS FORM IS FOR THE FACULTY OF LFS USE ONLY.
- TAs should recognize that TAs are more than just a job. It is considered, by many supervisors, to be a training ground for a professional academic career. These positions provide an opportunity for graduate students to be further integrated into the learning environment and encourages teaching development. TA's will have to strike a comfortable balance between the acting as a professional and the contract under which they have been hired.
- This form should be completed within the first week of the course start date. A signed copy should be kept both by the TA and the course instructor for their records.

COURSE NAME:	DATE
INSTRUCTOR NAME:	
TA NAME:	

**CHECKLIST**

**COMPLETED**

- |    |  |                          |
|----|--|--------------------------|
| 1. | Review Job Description   | <input type="checkbox"/> |
| 2. | Hours of Work  |                          |
|    | a. Breakdown of Hours  | <input type="checkbox"/> |
|    | b. Vacation time as per signed contract (scheduling requires advance approval) | <input type="checkbox"/> |
| 3. | Office Hours   |                          |
|    | a. for Instructor  | <input type="checkbox"/> |
|    | b. for TA  | <input type="checkbox"/> |
| 4. | TA / Instructor Meetings   |                          |
|    | a. Frequency - once a month (Winter) or every 2 weeks (Summer).                | <input type="checkbox"/> |
|    | b. Exchange contact info and review Emergency procedures                       | <input type="checkbox"/> |
|    | c. Schedule informal check-in after first assignment or midterm: _____         | <input type="checkbox"/> |
|    | d. Schedule formal check-in at end of term: _____                              | <input type="checkbox"/> |



**CHECKLIST**

**COMPLETED**

- 5. Expectations & Responsibilities
  - a. Importance of Communication
  - b. Lectures
    - i) Attending lectures – required (included in TA hours) or optional?
    - ii) Preparing for lectures
    - iii) Duties during lectures
  - c. Exams
    - i) Preparation
    - ii) Delivery / Invigilation
    - iii) Organizing Review Sessions
  - d. Marking
    - i) Rubric / template / grading criteria
    - ii) Protocol for complaints
    - iii) Record-keeping duties
    - iv) Posting marks
    - v) Evaluation Responsibilities
  
- 6. Performance Evaluations
  - a. The purpose of the evaluations is to provide a supportive framework for TAs in training. They provide the opportunity to build on skill sets and improve course outcomes.
  - b. There will be a minimum of two opportunities for TA’s and instructors to meet (e.g., informal check-in at the halfway mark and formal meeting at the end of term).
  - c. Provide copies of the informal and formal performance evaluation forms to TA.
  - d. Any concerns by either party should be documented and addressed in a timely manner.
  - e. For clarification purposes, in the event that a course has more than one instructor, the instructor who will be evaluating the TA performance will be: \_\_\_\_\_
  
- 7. Acknowledgments (Signatures)
 

This acknowledges that we have discussed and understand the above-mentioned items.

<b>TA Signature:</b>	<b>DATE</b>
<b>Instructor Signature:</b>	<b>DATE</b>

*TA and instructor should each keep a signed copy for their own records*