General DESCRIPTION OF RESPONSIBILITIES

Teaching Assistants

You have been assigned as a Teaching Assistant for the College of Education. Remember that fulfilling your responsibilities is vital to attaining the instructor’s teaching goals and to your own development as a future teacher.

These include both fixed and flexible hours to be agreed upon with your faculty supervisor:

**Fixed hours**

- 3 hours/week in class (class time, plus before/after class time and travel time)
- 2-3 hour/week team meeting OR 2-3 hrs/week for discussion sections
- 2 hours/week office hours (set at a regular weekly time between 9am and 5pm)

**Flexible hours**

Grading, scanning/copying course materials, updating attendance records, responding to student emails, keeping Moodle up to date, preparing for class, responding to instructor requests, etc.

**Key Administrative Responsibilities**

1. Provide your faculty instructor and fellow TAs with your contact information, and indicate your preferred mode of communication (email, cellphone, landline, etc.) in the event of an emergency.
2. Attend each lecture session of class. If you cannot attend on a specific day because of compelling circumstances (such as illness or personal emergency) you are expected to notify the instructor in advance and make arrangements to get catch up on missed material.
3. Answer or redirect student questions and email queries in a timely fashion.
4. Maintain accurate attendance/participation and assignment grade records.
5. Hold office hours for two hours each week unless otherwise indicated by your faculty instructor. Coordinate the timing of your office hours with your faculty instructor and fellow TAs.
6. Be available, as needed, to assist in administrative and logistical tasks of the course such as grading, scanning/copying course materials, updating attendance records, responding to student emails, keeping Moodle up to date, preparing for class, responding to instructor requests, etc.
7. Refer students, as needed, to campus support services and notify the instructor of any concerns.

**Key Teaching Responsibilities: No Discussion Sections/Primarily Grading**

1. Provide instructional support for 60-75 students/TA.
2. Be available to help run in-class or special out-of-class sessions during the semester.
3. Grade and provide feedback on the written assignments submitted by students enrolled in your sections in a timely fashion. Grading and feedback should follow the guidelines provided by the instructor and general good pedagogical practices.

**Key Teaching Responsibilities: Team-Based Learning with in-class instructional responsibilities**
1. Provide instructional support for 54-60 students/TA.
2. Be available to help run in-class or special out-of-class sessions during the semester.
3. Grade and provide feedback on the written assignments submitted by students enrolled in your sections in a timely fashion. Grading and feedback should follow the guidelines provided by the instructor and general good pedagogical practices.

**Key Teaching Responsibilities: Teaching Discussion Sections**

1. Facilitate 3 discussion sections (seats per section TBD), each meeting once a week, in accordance with guidelines provided by the instructor. The sections should complement class lectures.
2. Notify your instructor immediately, by means of communication specified by the instructor, if you are unable to attend sections in a given week because of compelling circumstances. You must also get in touch with fellow TAs to find someone to replace you in sections. If this is not possible, you must inform the instructor and your students via email that sections will be canceled. You must also contact an undergraduate advisor or your Department Assistant and let them know about the section cancellation.
3. Grade and provide feedback on the written assignments submitted by students enrolled in your sections in a timely fashion. Grading and feedback should follow the guidelines provided by the instructor and general good pedagogical practices.

**Additional Responsibilities**

1. Be available to lecture as part of a teacher-development plan. In this circumstance, the instructor should inform you early in the semester and is expected to mentor you in lecture preparation.
2. Meet with the instructor and other TAs as indicated by instructor, and work together as a team.
3. Voice questions or concerns regarding your teaching, other TAs, or the course, to the instructor immediately.
4. Contact the Department Chair immediately if an unresolvable conflict arises between you and your instructor, or if the instructor places responsibilities on you that are clearly in excess of those laid out in this description.
5. TAs are responsible for balancing their time, tracking hours worked and checking in with the instructor at weekly team meetings to make sure that the workload is fair and doable.

**Teaching Evaluation**

1. Gather student feedback on your performance using methods agreed upon by you, the faculty and other TAs (as applicable).