

DESCRIPTION OF RESPONSIBILITIES

Teaching Assistants

You have been assigned as a Teaching Assistant for this semester. It is a 20 hour per week position for 19 weeks. For the 2016-2017 academic year the Fall appointment begins September 4, 2016 and ends January 14, 2017, and the Spring appointment begins January 15, 2016 and ends May 27, 2017. This position requires that you fulfill the following primary responsibilities. Remember that fulfilling your responsibilities is vital to attaining the instructor's teaching goals and to your own development as a future teacher.

Key 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. Facilitate three discussion sections, each meeting once a week, in accordance with guidelines provided by the instructor. The sections should complement class lectures.
4. 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 Barbara Ciesluk or Adrian Grace in the undergrad advising office and let them know about the section cancellation.
5. Gather student feedback on your performance through self-administered midterm and end-of-semester section evaluations. For midterm evaluations, you will use a form either provided to you by the faculty instructor or that you collaboratively develop with the instructor and other TAs. For the end-of-semester evaluation you will use the standard SRTI form.
6. 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.
7. Answer or redirect student questions and email queries in a timely fashion.
8. Maintain attendance/participation and assignment grade records for each of your sections.
9. Hold office hours for three hours each week unless otherwise indicated by your faculty instructor. Coordinate the timing of your office hours with your faculty instructor and fellow TAs.
10. Be available, as needed, to assist in administrative and logistical tasks of the course such as photocopying handouts, picking up exam books and pencils, and placing books/videos on library reserves.
11. 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.
12. Meet with the instructor and other TAs as indicated by instructor, and work together as a team.
13. Voice questions or concerns regarding your teaching, other TAs, or the course, to the instructor immediately.
14. Contact the Graduate Program Director 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.