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For Teaching Assistants:

My overall experience with TAs has been positive, and I look forward to working with each TA to create a relationship that is mutually beneficial. I believe that good teaching assistantships include mentoring and opportunities for student growth. Specific tasks will vary depending on the class (especially for in-person versus on-line courses); therefore I expect TAs to meet with me before the beginning of the semester to go over the syllabus and generate a list of specific tasks for the semester.

- For in-person classes, the TA should expect to attend class each week.
- For some in-person classes, I expect the TA to help keep track of attendance
- For both on-line and in-person classes, TAs should expect to use a significant percentage of their hours recording and/or grading student work. Frequently this means that the TA will need to read course materials and/or listen to lectures. I will provide grading rubrics and other guidelines. For many assignments I have samples of student work from previous semesters.
- I expect TAs to set aside at least one hour a week for an in-person meeting with me at a regular time to be determined based on both of our schedules for the semester.
- I expect TAs to set aside at least one hour per week for on-campus office hours
- I ask TAs to keep a list of students who earn less than “C” on assignments to go over the grading at our weekly meetings.
- I expect TAs to put in more hours during heavy grading times, I will work with you to determine a reasonable schedule to complete grading. If grading cannot be completed in the time that we agreed upon, please let me know as soon as possible. When I know that an assignment will take a lot of hours, I will frequently jump in and help with the grading.
- I expect grading to be done promptly. I try to return student work to the student within about one week of when they turn it in. This is not always possible with large assignment, but should be discussed in advance.
- I believe that an important part of the TA learning experience is consulting with me to work through difficult student issues.
- I tend to spend more time supervising TAs the first time they work with me and give more autonomy in subsequent semesters
- I do not require my TAs to lecture but it is an option depending on the course format. If class presentations are part of your learning goal, please let me know.
- I encourage my TAs to let me know if they have ideas for course improvement. I consult my continuing TAs for input when putting together syllabi for the next semester and value their input.