

# STARTING A NEW SEMESTER: A CHECKLIST FOR NEW TEACHING ASSISTANTS

*This checklist is intended to assist you in gathering information that you will need to be successful in your new assignment as a teaching assistant. By completing this checklist, you will have an important opportunity to CLARIFY DUTIES AND RESPONSIBILITIES, as well as familiarizing yourself with the PEDAGOGICAL ASSUMPTIONS BETWEEN YOU AND YOUR SUPERVISOR.*

The idea is to develop a single statement of responsibilities that are clearly understood by both TAs and supervisors. You are free to customize the questions to meet the requirements of a specific position. Both the TA and professor/instructor should retain a copy of a completed form.

Course Title: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

TAs Name: \_\_\_\_\_

Appointment %: \_\_\_\_\_

Hours/week: \_\_\_\_\_

Date of initial meeting: \_\_\_\_\_

## COURSE OVERVIEW

What are the goals/objectives of this course?

Who are the students enrolled in this course?  
(background with subject, major(s),  
level, etc.)

Names of other TAs assigned to this course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the roles and workload distribution among TAs assigned to this course?

## TEACHING MATERIALS

Textbook: (How) Will desk copies be made available to TAs?

Other course materials? (How) Will copies of other materials be made available to TA's?

Who is responsible for putting materials on reserve? At which library?

Class list serve:  
Will the course have a class list-serve? What format/program will be used to develop/maintain the listserve?

Will each TA section have a listserve?

Who will establish and maintain the listserve(s)?

## INITIAL TASKS

What are TAs and supervising professors expected to do prior to the first class meeting?

Task(s):	Who?	By when?
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## PRIMARY RESPONSIBILITIES

Indicate approximate percentage of time TA will dedicate to specific activities each week:

- |  |  |
|--|--|
| <input type="checkbox"/> Running recitation or lab section   | <input type="checkbox"/> Creating a section syllabus                                   |
| <input type="checkbox"/> Creating/selecting class materials  | <input type="checkbox"/> Holding office hours  |
| <input type="checkbox"/> Demonstrating procedures or setting up demonstrations                             | <input type="checkbox"/> Keeping class records (attendance/grades for the large class) |
| <input type="checkbox"/> Providing feedback on and grading individual assignments and exams                | <input type="checkbox"/> Assigning course grades                                       |
| <input type="checkbox"/> Presenting new material/lecture   | <input type="checkbox"/> Conducting review sessions                                    |
| <input type="checkbox"/> Running discussion/question sessions beyond lecture, lab section, or office hours | <input type="checkbox"/> Holding tutorial sessions                                     |
| <input type="checkbox"/> Other responsibilities: _____   | <input type="checkbox"/> Duplicating materials   |
| <input type="checkbox"/> Other responsibilities: _____   | <input type="checkbox"/> Ordering/obtaining AV equipment/materials                     |

## CLASS MEETINGS

What responsibilities will TAs have with respect to class meetings?

- Reading all course material before lecture sessions
- Answer questions at the beginning middle or end of class
- Distribute/collect assignments and/or handouts
- Take notes on lecture
- Lead discussion, facilitate activities
- Notify students of class cancellation
- Set up/run AV/lab equipment
- Lecture/present material
- Will professor be available for assistance with  
Developing presentation?  
Presenting in class?*
- Clarify class/university policies (lateness, assignment/test make-up, cheating)
- Other: \_\_\_\_\_

How often are TAs expected to attend lecture/class?

If TAs are expected to attend classes, at what time are they expected to arrive?

### OFFICE HOURS

Does the professor/instructor hold office hours?

Y or N

*If yes, when and where?*

Does the TA hold weekly office hours? Y or N

*If yes, where and when?*

How will students be notified of the location and times of TAs office hours?

### Other Student Contact Responsibilities

Are TAs expected to:

\_\_\_ conduct review or help sessions?  
*If so, when and where?*

\_\_\_ Tutor individuals or groups  
(beyond office hours)?  
*If so, when and where?*

\_\_\_ Other? \_\_\_\_\_  
*If so, when and where?*

### AV EQUIPMENT/MATERIALS

Who is expected to reserve, obtain and return AV equipment?

On what dates?

What equipment will be needed?

Where is this equipment located?

Is there a budget/project number that should be used when reserving the equipment?

### DUPLICATING

Are TAs expected to duplicate materials for the course?

Y or N

If so, what materials will need to be duplicated and where are they located?

How many copies will be needed?

Who is expected to bring duplicated materials to class?

Where should duplicating be done?

\_\_\_ In departmental office  
*(need copy card? Billing number?)*

\_\_\_ By duplicating services on campus?  
*(which one? How much lead time? Billing number?)*

## Student/Class Assignments

Will students be doing **WRITING ASSIGNMENTS** for the class? Y or N

With the writing assignments, who will be responsible for:

Preparing? \_\_\_\_\_

Collecting? \_\_\_\_\_

Instructing students about specific formats? \_\_\_\_\_

Grading/Recording Scores? \_\_\_\_\_

Giving feedback? \_\_\_\_\_

What are the due dates for these writing assignments?

Assignment	Due Date

What is the late policy for these assignments?

*Are these due dates and the late policy specified in the syllabus? Y or N*

*If not, will these be included on individual assignment sheets? Y or N*

## EXAMS

When will the exams be held?

Date \_\_\_\_\_ Time (during class? Special time?) \_\_\_\_\_

Will the TA be expected to:

Will the instructor:

\_\_\_\_\_ Create questions for the exam?

For each exam:

*How many questions?* \_\_\_\_\_

*What type of questions?* \_\_\_\_\_

*Using what resources? (test bank, sample questions, old exams?)* \_\_\_\_\_

\_\_\_\_\_ Assemble/duplicate exams?

\_\_\_\_\_ Bring exams or other materials to exam session?

\_\_\_\_\_ Proctor exams?

\_\_\_\_\_ Establish grading criteria?

*When will criteria be discussed with instructor?* \_\_\_\_\_

\_\_\_\_\_ Score/grade exams?

\_\_\_\_\_ Interpret Scantron scoring sheets?

*How/when will TA receive training on this process?* \_\_\_\_\_

\_\_\_\_\_ Create questions for the exam?

\_\_\_\_\_ Review questions created by TA?

*How far in advance of the exam should the exam be ready for review?* \_\_\_\_\_

\_\_\_\_\_ Establish grading criteria?

*When will criteria be discussed with TA?* \_\_\_\_\_

\_\_\_\_\_ Attend exams?

## ADMINISTRATION/GRADING FOR COURSE

Are TAs expected to:

\_\_\_\_\_ 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 to instructor?* \_\_\_\_\_

\_\_\_\_\_ Submit grades on-line?

*If so, when must they be turned in?* \_\_\_\_\_

\_\_\_\_\_ Post scores/grades?

*If so, where and when?* \_\_\_\_\_

## TA/SUPERVISOR MEETINGS

How frequently will TA(s) and supervisor meet?

\_\_\_\_\_ Regularly scheduled meetings

When/where:

\_\_\_\_\_ As needed

How should a TA request the meeting?

How can **TA** be contacted?

\_\_\_ Note in departmental mailbox

\_\_\_ Office phone: \_\_\_\_\_

\_\_\_ Home phone: \_\_\_\_\_

\_\_\_ E-mail: \_\_\_\_\_

\_\_\_ Note on office door: \_\_\_\_\_

How can **professor/instructor** be contacted?

\_\_\_ Note in departmental mailbox

\_\_\_ Office phone: \_\_\_\_\_

\_\_\_ Home phone: \_\_\_\_\_

\_\_\_ E-mail: \_\_\_\_\_

\_\_\_ Note on office door: \_\_\_\_\_

## COURSE FEEDBACK

What manner of evaluation will be conducted regarding the large course and instructor/professor?

Will TA receive feedback about her/his individual sections/recitations/labs/tutorial sessions?

When will the evaluations take place?

If using a paper or scantron evaluation, who is expected to:

Distribute the evaluations? \_\_\_\_\_

Collect the evaluations? \_\_\_\_\_

Process the evaluations? \_\_\_\_\_

If using an on-line evaluation through myWSU, who will remind students to complete the evaluation?

Who gets copies of the results?

(How) Will TAs participate in evaluation of the course and instructor/professor?

## TA PERFORMANCE EVALUATION/FEEDBACK

What manner of performance evaluation can TAs expect?

\_\_\_\_\_ Formal observation/evaluation from department head/graduate coordinator?

\_\_\_\_\_ Formal observation/evaluation from course coordinator or faculty supervisor?

\_\_\_\_\_ Peer observation?

\_\_\_\_\_ Student evaluation of performance?

When will evaluation be given?

\_\_\_\_\_ At mid-semester?

\_\_\_\_\_ At TA's request?

\_\_\_\_\_ At semester's end?

\_\_\_\_\_ When there is a problem?

\_\_\_\_\_ Informally during the semester as part of regular meetings?

Who will receive copies of TA Evaluations?