

TA Checklist

Ethics

- Guard against inappropriate behavior with students, especially interacting with students outside the classroom or office hours

Academic Dishonesty

- Know the university's policy, as well as the professor's typical manner for addressing academic dishonesty.

Class Attendance by TAs

- Mandatory attendance unless illness or an unavoidable conflict
- If illness or conflict, they are responsible for getting information from other TAs or the professor.

Office Hours

- 3 to 4 hours per week
- Between 8 am – 6 pm; Preferably between 9 am – 5 pm
- Conducted in TA office or appropriate academic setting, such as a study room, classroom
- Regular office hours are generally not held during the grading of major assignments or exams.
- Extra office hours are generally held the week before major assignments due or exams are scheduled.
- Students' access to TAs
 - TAs should make themselves available to students during regular office hours in person and by office phone.
 - TAs should provide their students with an email address to communicate regarding class assignments and questions. TAs should make a good faith effort to reply to emails in a timely fashion.
 - TAs should not to provide students with their home or mobile telephone numbers.
 - TAs are not expected to communicate with students outside regular work day hours, M-F, 8am – 6pm. (See also Ethics section relating to proper conduct with students.)

Coordination of Work

- Determine if and how often the professor would like to meet with TAs during the session. Prepare materials for meetings, as requested by the professor.
- Determine if TAs can share responsibilities for discussion section preparation, grading rubrics, review sessions.

Course Readings

- Complete all readings in a timely fashion.
- Ensure you are familiar with the general content of the texts.

Grading

- Make an informed assessment of how long it will take to grade exams and to return them in a timely fashion.
- TAs should not be expected to grade exams during Thanksgiving and Spring Breaks.
- Grading rubrics – the professor and the TAs should come to a clear understanding of how exams should be graded.
- Safeguard all exams in your possession during the grading period and avoid situations where they may become misplaced.
- Respect the privacy of students' grades. Do not discuss the grades of individual students with other students. Do not post grades using names or social security numbers in public places. Do not leave graded assignments or exams in public places, such as hallways.

Discussion Sections (If applicable)

- Ask the professor what their expectations are relating to the preparation and conducting of discussion sections.
- Determine if TAs can share responsibilities for discussion section preparation.
- Take attendance for discussion sections.

Review Sessions

- Review sessions are an important of serving students. At the beginning the semester it is important to clarify, with the professor and fellow TAs, who and how sessions will be conducted.
- If the professor does conduct a review session – TA's should attend it.

Make-up Exams/Extra Credit

- When possible, make-up exams should be proctored by the TA who will be grading them.
- Make-up exams and impact on TA grading – additional grading of different essays
- Extra credit assignments should be designed in such a way that they can be integrated into the TA's regular work load.

Record Keeping

- Keep accurate records of students' attendance and grades.
- Preferably, keep paper and electronic copies of your records.
- Consider using a spreadsheet program such as Microsoft Excel for better record keeping.

Students with Special Needs

- Find out how your professor would like you to work with students with disabilities athletes (testing procedures, class absences, assignment deadlines)