

DEPARTMENT OF HISTORY

FACULTY GUIDELINES: FIRST ORGANIZATIONAL MEETING WITH TEACHING ASSISTANTS

Thank you for taking time to review these guidelines for faculty working with teaching assistants. Experience demonstrates that the best teams meet prior to the first day of class. As soon as you receive the list of assignments for your course, contact your teaching assistants to schedule an orientation meeting. Scheduling early will ensure that your teaching assistants understand the critical role they play.

In this first meeting, your teaching assistants will meet you and each other, perhaps for the first time. They expect you to discuss your goals for the course and approach toward students, as well as their responsibilities. You will need to discuss at least responsibilities: general duties, course resources, and communication and administrative tasks. Perhaps you can save more detailed issues, such as test preparation, grading, and record-keeping tasks, for a subsequent meeting.

Please review the following guidelines with your teaching assistants:

General Duties of Teaching Assistants

Teaching assistants are required to:

- ◆ attend all course lectures.
- ◆ take notes at each lecture.
- ◆ complete all reading assignments.
- ◆ hold 2-3 office hours per week.

Course Resources

Faculty are required to:

- ◆ provide desk copies of course texts/reading packets for their teaching assistants; however, the task of ordering texts can be delegated to a senior teaching assistant.
- ◆ decide if they plan to use Blackboard (or other website), and if so, designate a graduate student to perform this task.
- ◆ differentiate the roles and responsibilities of teaching assistants from Supplemental Instructor (SI) leaders (for courses with assigned SI leaders).

Communication and Administrative Tasks

Faculty are strongly encouraged to:

- ◆ hold routine meetings with teaching assistants.
- ◆ exchange emergency contact information with their teaching assistants.
- ◆ indicate to teaching assistants if they are required to perform administrative tasks, such as photocopying exams and class handouts.
- ◆ consider creating opportunities for teaching assistants to present course lectures (preferably, during the second half of the semester).