

## Teaching Assistant Job Duties Religious Studies

**Student:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Course Number/Title:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

This list highlights some of the common responsibilities and duties for graduate Teaching Assistants (TAs). **Please note that no TA should be expected to perform all of these duties, and duties should require no more than 20 hours per week. It is understood that grading may come in waves, and should be taken into consideration as an average amount of time per week.** Discuss this checklist thoroughly with your assigned instructor. You and the instructor should agree on the expectations for your TA appointment prior to the start of the course.

Responsibility	Expected Frequency / Time Frame	Notes / Resources
Attend Class		
Take Class Notes		
Take Attendance		
Meet with Instructor and/or other TAs		
Prepare Teaching Materials		
Maintain Class Canvas Page		
Communicate with Students		
Read Class Materials		
Hold Office Hours		
Conduct Review Sessions		
Conduct Lab / Discussion Sessions		
Grade Homework		

Grade Essays/Papers		
Write Exam Questions		
Proctor Class Exams		
Proctor Make-up Exams		
Grade Exams		
Maintain Class Grades		
Post Grades to Canvas		
Compute Final Grade		

**Other Responsibilities and Notes:**

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**Communication Preference (phone, email, in person, etc.):**

Instructor	TA
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TA workload should not exceed an average of 20 hours per week. TAs are not responsible for assisting with the instructor's personal research, errands, or personal tasks. They should not give primary course lectures more than 2-3 times during the semester. For the Handbook of Operating Procedures section on TA duties, see

<https://www.policies.utexas.edu/policies/teaching-assistants>

**This checklist is for conversation purposes only, please do NOT return a copy to the department.**