

## TA Responsibilities

These are a set of baseline of expectations and responsibilities. Additional tasks based on specific course needs should be added as necessary. Communicating expected duties helps hold TAs accountable for their assigned tasks and hours worked. Templates are below the description of duties.

### Templates

Based on an academic week timeframe. We recommend allocating hours for UTAs in 2 hour blocks and GTAs in 4 hour blocks.

#### General Role Template

- UTA:
  - Course Assignment Testing (2 hours)
  - Hold either an Office Hours Sessions (2 hours) and/or Forum Monitoring Session (2 hours)
  - Additional hours opportunities: holding additional Office Hours Sessions or Forum Monitoring Sessions, performing additional duties as assigned (exam or assignment creation) (Max hours per week: 10 hours)
- GTA:
  - Course Assignment Testing (4 hours)
  - Hold Office Hours / PSO Sessions (4 hours)
  - Forum Monitoring Day (8 hours)
  - Content development or Grading (4 hours)

#### Specialized Role Template

- UTA:
  - Forum Only
    - Course Assignment Testing (2 hours)
    - Forum Monitoring Sessions (4 hours)
    - Additional Forum Monitoring up to 10 hours / week total.
  - Office Hour Only
    - Course Assignment Testing (2 hours)
    - Hold Office Hours Sessions (4 hours)
    - Additional Office Hours up to 10 hours / week total.
  - Content Development Only
    - Course Assignment Testing (2 hours)
    - Performing course content duties as assigned (exam or assignment creation) (4 hours)
    - Additional content development up to 10 hours / week total.

- **GTA:**
  - **Grading Only**
    - Course grading (20 hours)
    - Duties may be subdivided by dividing grading, running MOSS, etc.
  - **Content Creation Only**
    - Content creation (20 hours)
    - Duties may be subdivided by content creation, content testing, etc.
  - **Coordinator Only**
    - Course Coordination (20 hours)
    - Duties may be subdivided by TA organization, event facilitation, etc.
  - **Student Interaction Only**
    - Forum Monitoring / Office Hours / PSO (20 hours)
    - Duties may be subdivided by any combination of student interaction activities.

## **Detailed Expectations & Responsibilities**

### **Assignment Testing -**

- **UTA:**
  - All UTAs will complete the homework assignments or labs for the course.
- **GTA:**
  - All GTAs will complete all assignments for the course.

### **Forum Monitoring -**

- **UTA:**
  - Each UTA ,who has signed up to be a forum monitor, will monitor the forum at scheduled times each week. During these monitoring sessions, the UTA will answer questions and respond to student comments as needed.
- **GTA:**
  - Each GTA will be assigned a day where they are responsible for monitoring the forum. The GTA will be responsible for answering questions the UTAs are not able to handle and ensuring no question goes unanswered.

### **Office Hours -**

- UTA:
  - UTAs who sign up for Office Hours will host an in-person or synchronous virtual conferencing session with students.
- GTA:
  - GTAs will host regular virtual conferencing sessions as needed each week.

### **Grading -**

- UTA:
  - UTAs may be required to grade low-stakes assignments. Follow assignment grading guidelines outlined by your instructor and explain the grading policy to students.
  - Coordinate with your peers and be consistent when grading so that your grading is fair and reliable. If a discrepancy exists between the grade a student thinks he or she has and the grade in the gradebook, resolve that discrepancy immediately.
  - Be familiar with the course academic integrity policy.
  - Document all grading.
- GTA:
  - Grade exams, quizzes, and lab assignments. Follow assignment grading guidelines outlined by your instructor and explain the grading policy to students.
  - Coordinate with your peers and be consistent when grading so that your grading is fair and reliable. If a discrepancy exists between the grade a student thinks he or she has and the grade in the gradebook, resolve that discrepancy immediately.
  - Be familiar with the course academic integrity policy.
  - Document all grading.

### **PSO/Recitations -**

- UTA:
  - This will be available on the course needs, and should not be available for 300-500 level classes. UTAs assigned to lead PSOs or recitations should prepare problems/solutions or other material to go over during assigned sections. Meet at scheduled time and lead discussions, answer questions, and clarify course materials. Help students better understand course materials.
- GTA:
  - Meet at scheduled time and lead discussions, answer questions, and clarify course materials. Prepare problems/solutions or other material to go over. Help students better understand course materials.

### **Content Development -**

- UTA:
  - UTAs may be required to develop labs, homework assignments, exams or projects as needed for the course.
- GTA:
  - GTAs may be required to develop labs, homework assignments, exams or projects as needed for the course.

### **Coordination -**

- UTA:
  - UTA course coordinators provide undergraduate perspective on the course leadership team and guide decision making for some course policies.
- GTA:
  - GTA course coordinators provide course leadership in conjunction with instructors. GTA coordinators are ultimately responsible for course success. May include TA scheduling , accommodations coordination, rubric scaling, etc.