

Checklist for TAs and TA Supervisors

Faculty and TAs may use this form to review all duties, responsibilities, and roles of the teaching assistantship. If you would like to modify it to suit the specific needs of your department, contact CETL and request an electronic form.

TA Name:

Preferred Contact Information (email address, office location, phone number):

Faculty/Instructor Name:

Preferred Contact Information (email address, office location, phone number):

Faculty Office Hours (for course or in general):

Course Logistics

Course Title, Name, and Number:

Course Meeting Times and Locations:

Lecture: _____ Lab: _____ Recitation: _____ Other: _____

Number of students in course: _____ Number being supervised by TA: _____

List each TA assigned to this course, his/her specific role, and his/her weekly time commitment for the course:

TA	NAME	PRIMARY ROLE (Lab, Recitation, Grader, Administrative, etc.)	WEEKLY TIME COMMITMENT
1			
2			
3			
4			
5			
6			

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Course Logistics

What are the course goals/objectives? Are some more important for TAs to be aware of?

Who are the students? What do you expect them to know or be able to do from prior courses?

Course Materials and Resources

Textbook: _____ Other Materials: _____

How will desk copies of the textbook and other materials be made available to the TA?

List any course website, T-Square site, BuzzPort site, mailing list (Listserv), or other course management tools to be used:

List any additional course resources TAs need to be aware of (e.g., tutoring programs, library resources, etc.).

RESPONSIBILITY	YES/NO	PROVIDE SPECIFIC DETAILS
CLASS MANAGEMENT		
Attend Lectures		
Assist Instructor During Lectures		
Proctor Exams		
Maintain Online or Other Resources for Students (e.g., T-Square)		
Make Copies or Perform Other Clerical Duties		
Communicate About Course Issues with Students (respond to emails, etc.)		
Record and/or Maintain Grade Records		
Record and/or Maintain Attendance Records		
Return Graded Assignments to Students		
OTHER		

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RESPONSIBILITIES CHART		
RESPONSIBILITY	YES/NO	PROVIDE SPECIFIC DETAILS
TRAINING AND INSTRUCTIONAL RESPONSIBILITIES		
Attend Regular or As-Needed TA Meetings with Supervisor/Instructor		
Attend TA Training or Development Programs		
Schedule and Hold Regular Office Hours		
Conduct Review Sessions		
Tutor Individuals or Groups (beyond office hours)		
Lead Lectures, Recitations, or Labs		
Give Guest Lectures (as needed or as a learning experience)		
Facilitate or Manage Group or Project Work		
OTHER		
GRADING AND PROVIDING FEEDBACK		
Grade Homework		
Grade Quizzes, Exams and/or Assignments		
Create Quizzes, Exams, Homework, or Other Assignments		
Contribute to Quiz, Homework, or Exam Problems		
Give a Percentage of the Final Grade		
Provide Feedback on Assignments, Quizzes/Exams, or Projects		
OTHER		

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RESPONSIBILITIES CHART		
RESPONSIBILITY	YES/NO	PROVIDE SPECIFIC DETAILS
COURSE POLICIES FOR WHICH TA HAS AUTHORITY TO MAKE DECISIONS		
Requests for Regrading		
Granting an Extension on a Deadline		
Accepting Late Assignments		
Giving Makeup Quizzes		
Referring Students Who Need Academic or Personal Assistance		
OTHER		
LAB TA RESPONSIBILITIES		
Ordering Materials and/or Equipment		
Demonstrating Labs		
Preparing ("Prepping") Labs		
Giving a Pre-Lab Lecture to Students		
Grading or Providing Feedback on Lab Reports or Lab Notebooks		
Maintaining Safety or Emergency Equipment		
Explaining Safety or Emergency Procedures to Students		
OTHER		

