

**TEACHING ASSISTANT EXPECTATIONS**  
**Department of Geology and Environmental Science**

Teaching Assistant: \_\_\_\_\_ Semester: \_\_\_\_\_

Assigned course(s): \_\_\_\_\_

We rely upon our Teaching Assistants (TAs) to provide excellent instruction to our students. Our TAs therefore need to be knowledgeable in the subjects they teach, well prepared for labs and recitations, and diligent in grading. In addition, it is crucial that there is consistency in workload, student expectations, and grading standards between TAs in those classes with multiple TAs. Continued TA support will depend on good performance.

We list below our general TA expectations. Meet with the instructor before the semester starts so that she/he may check all those that apply to your current teaching assignment.

**General:**

- Attend all lectures (to ensure familiarity with course materials).
- Coordinate the syllabus with any other course TA to develop consistent late policies, frequency of recitation grade postings, and office hours.
- Coordinate grading standards and grade spreadsheet format with the instructor and any other course TA to make compilation of the final grades easier.
- Attend weekly meetings with the instructor to discuss problems with labs/recitations and to monitor consistency in grading and other policies.

**Exams:**

- Proctor all exams.
- Photocopy tests and other course materials.
- Deliver and retrieve scantrons to the Office of Measurement and Evaluation.
- Help grade lecture-related exams.

**Labs/Recitations:**

- Write lab/recitation exercises and gather support materials (rocks, rulers, etc.).
- Deliver lectures in labs/recitations.
- Grade lab/recitation exercises
- Prepare and grade lab/recitation quizzes.

**Miscellaneous:**

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- Grade lab/recitation exercises
- Prepare and grade lab/recitation
- Opportunity to teach lecture

Remember: You **must** register for student evaluations of your teaching.

Signatures: TA \_\_\_\_\_ Instructor: \_\_\_\_\_

**Please return the completed form to the Academic Coordinator so that it may be placed in your file.**