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School of Science and Engineering

CS5304 Databases – Fall 2025

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## Teaching Assistant (TA) Responsibilities and Workload Guidelines

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### 1. Core Responsibilities of TAs

All Teaching Assistants (TAs) are expected to uphold high standards of professionalism and support for the course. The following responsibilities apply to **all** TAs:

#### 1.1. Office Hours

- Each TA must conduct **at least one on-campus office hour session per week**.
- Each session must be **a minimum of two (2) hours** in duration.
- Office hours must be clearly communicated and strictly followed.

#### 1.2. Quiz Invigilation

- TAs are required to be **present on time** for all scheduled quizzes (12-14 quizzes).
- Responsibilities include assisting in **distribution, invigilation, and collection** of quiz materials.

#### 1.3. Evaluation & Tutorials

- TAs will be responsible for:
  - **Marking quizzes**
  - **Evaluating assignments and projects**
  - **Conducting tutorials**  
(tutorials will be conducted weekly via **online or in-person** based on course needs)

#### 1.4. Student Communication

- TAs must be **available and responsive at all times** to handle student queries via **Microsoft Teams** or any designated communication channel.

- All student interactions must be **timely, respectful, and helpful**.

### **1.5. Contestation Handling**

- TAs are expected to **handle student contestations** regarding grading or evaluation fairly and professionally.
  - All issues must be documented and escalated to the instructor if needed.
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## **2. TA Categories & Workload**

TAs will be assigned students and weekly working hours based on the type of TAship they hold. Below is the distribution:

<b>TA Type</b>	<b>Students Allocated</b>	<b>Work Hours / Week</b>
External Full-Time TAsip	80 students	40 hours
External Half-Time TAsip	40 students	20 hours
Internal Full-Time TAsip	40 students	20 hours
Internal Half-Time TAsip	20 students	10 hours