**TA Work Expectations Form**

This fillable Word form documents faculty expectations for their TA. This form must be completed and submitted by the instructor of record by the due date sent via email to receive TA support. The completed form will be reviewed for alignment with SESE TA policies and then sent to your TA with their offer letter. By signing their offer letter, the TA will acknowledge and agree to the expectations detailed below.

**General Information**

**Faculty member**

Rogier Windhorst

**Term**

Fall 2024

**Course Number**

AST 111

**Course Name**

Introduction to Astronomy Labs I

**Describe type of work and work quality expectations in the following categories**

**Grading**

Weekly grading of Labs, Prelabs, and Quizzes (via Canvas): 1-2 hr/week/assigned section.

**In-Classroom teaching and assistance**

NA

**Lab teaching**

Weekly teaching of your assigned Lab section(s): 2.5 hrs/week/section incl. (night-time) setup and tear-down, for a total of 5-7.5 hrs/week.

**Teaching materials preparation**

1 hr/week — prep is the same for all your sections

**Online forum and email interactions**

<1 hr/week for to give your section directions for the upcoming week.

**Office hours, review sessions and/or recitations**

Office hours: 1 hr/wk (time of your choice) + <1.5 hr/wk TA mtg (Mo 2-3:30 pm in PSH461).

**Please describe time commitment expectations (per week on average) in the following categories**

*(Note the maximum time commitment we expect of a TA is 20 hours per week for a full TA and 10 hours a week for a half TA)*

**In-person work (work where TA in person attendance is required)**

**Scheduled lectures**

NA

**Scheduled labs**

Weekly teaching of your assigned Lab section(s): 2.5 hrs/week/section incl. (night-time) setup and tear-down, for a total of 5-7.5 hrs/week.

**Scheduled recitations, office hours and/or review sessions**

Office hours: 1 hr/week (at a time of your choice; Zoom is allowed).

**TA meetings, group grading and/or trainings**

1.5 hr/wk TA mtg (Mo 2-3:30 pm in PSH461). This is a required (in person) meeting for all TAs.

**Remote or independent work (work the TA can do remotely and/or asynchronously)**

**Grading**

1-2 hr/week/section grading. You can do this from anywhere, incl. from home.

**Online forum and email interaction**

As needed. Office hours may be held by Zoom.

**Materials preparation**

1 hr/week — prep is the same for all your sections.

**Describe expectations for TA response time in the following categories**

**Grading**

Weekly as needed

**Online forum and email interactions**

Daily as needed

**Instructor emails and requests**

Daily as needed

**Preliminary course schedule for TA duties**

**Please enter a preliminary schedule for TA duties in the text box below or attach to the email submission of this form.**

This will be updated and available on: <http://windhorst111lab.asu.edu/>

(Website Schedule button will be up-to-date by Aug. 12-19 once the final AST 111 TA assignments are known).