**Logistics Letter**

This form is intended to be filled / adapted by the instructor and sent to the TA two weeks prior to the start of the quarter.

**1. How is your TA supposed to spend their 110 hours? (On average, 10 hours/week for 11 weeks)**

*Weekly:*

* *Office hours*
* *Read assigned weekly readings*
* *Brief Instructional/grading meetings*
* *Attend lecture (monitor half of the break-out groups during lecture)*
* *Grade*

*One-off task:*

* *Collaborate on entering final grades*

**2. If your TA leads a discussion section, what’s supposed to happen during that time (e.g., new learning, fielding student questions, activities to reinforce lecture, worktime on group projects)?**

N/A

**3. If your TA leads a discussion section, will a lesson plan be provided or is it your TA’s responsibility to design one? If the latter, roughly how much of your TA’s contract hours (10 / week) are set aside for this?**

N/A

I do provide a short lesson plan ahead of time for each class.

**4. For the course assignments and assessments, will the rubric / grading scheme be provided by the instructor or co-created by the instructor and TA?**

Combination of existing rubrics and creating rubrics for 2-3 short assignments

**5. If there are multiple TAs and one has TAed for the course before, does this “veteran TA” have different duties than the others?**

N/A