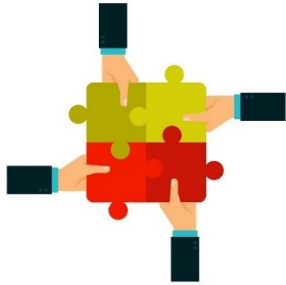


Arts and Science Online

Supporting Teaching Assistants



WAYS TO SUPPORT TAS DURING THE TERM

- ✓ Determine hours and duties based on TA contract
- ✓ Schedule a course kick-off meeting
- ✓ Meet on a weekly basis
- ✓ Review marking criteria to ensure consistency
- ✓ Ask them for feedback about course tasks
- ✓ Monitor and provide feedback to them



SAMPLE KICK-OFF MEETING AGENDA with TAS

- Introductions & purpose
- How to keep track of hours
- Roles and responsibilities
- onQ access and experience
- Marking responsibilities
- Communication with students (efficiency and tone)
- Resources and supports available



STEPS FOR HOSTING A TA MARKING MEETING/ WORKSHOP

Prior to the meeting / workshop:

1. Close reading of the rubric
2. Discussion of the terms
3. 'Practice' marking of select number of assessments

During the meeting / workshop:

1. Practice scoring a work sample one row at a time
2. Opportunity for TAs to explain their reasoning and offer evidence to support their scores.
3. Discussion of the level awarded; consensus of decision
4. Repetition of practice marking until a common understanding is determined

SAMPLE OF TIME ALLOCATION

Marking Assessment

Discussion Forum	• 200-300 words; 10 -15 minutes per student
Written Assessment	• 5-8 pages = 1200-1500 words and we equate that to 30 min per paper.
Midterm- short answer	• x questions @ 10 minutes (short answer 5 minutes/ longer answers 10 minutes)
Final exam	• x questions @ 10 minutes (short answer 5 minutes/ longer answers 10 minutes)

Facilitating Discussion Forums

Discussion Forum	• 15-30 minutes per week x 2 weeks (should consider the length of each forum)
------------------	---

Administrative Tasks

Weekly TA Meetings	• 30-60 minutes per week
Corresponding with students	• 1 hour per week