Logistics Letter

STUFF TO ADD:

* What responsibilities do each of us have?
  + Lay out my responsibilities
  + Lay out responsibilities of the TA
* Should lay out what will happen in instance of where TA needs professional development or not doing their agreed upon tasks

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)

*This may vary week to week, but the idea is to be explicit about how your TA’s tasks add up to their contract hours.*

*Some possible weekly tasks include:*

* *Office hours*
* *Instructional planning meeting*
* *Prepare for discussion section*
* *Lead discussion section*
* *Attend lecture*
* *Grade*
* *Field student communication*

*Some possible less frequent or one-off tasks include:*

* *Grade a major or final assignment or exam*
* *Consult with students on projects*
* *Set up CCLE or other technology*
* *Calculate / enter 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)?

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?

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?

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

For example, a veteran TA might *not* be expected to attend lectures, and instead, they may take the lead on creating draft lesson plans each week to share with the other TAs. Or they might be responsible for setting up the gradebook on CCLE.