# Course Number and Name Teaching Assistant Tasks for AY2021-22

## Summary

The Teaching Assistants for this course are full-time PhD candidates who have successfully completed this or a similar course, and their qualifying exams. The Teaching Assistants’ role is to work closely with the course director, the course administrator and the faculty instructors, in the preparation of and during delivery of the course.

## Expectations

Teaching Assistants are expected to

* Demonstrate professional and respectful behavior toward students, and keep student information and academic records confidential. The course director is available to assist with any issues that arise.
* Be able to avail the required time for the tasks below within the expected time frame. Make sure to discuss specific expectations (e.g., timeframe for grading problem sets and exams) with the course director before committing to this role.

## Number of Teaching Assistants

This course will engage **#** Teaching Assistants. The class size is expected to be approximately **###** students (number based on last year’s enrollment). The tables below describe the *maximum* expected engagement by *each* Teaching Assistant.

## Primary Responsibilities

Teaching Assistants for this course are expected to engage in the following tasks with the approximate time commitment listed below.

* Discuss with the course director whether you are expected to engage only in a subset of the tasks listed below.
* If you find that the hours you spend *exceed* the below expectations, please reach out to the course director to discuss and adjust, as needed.

|  |  |
| --- | --- |
| **Task** | **Estimated MAX # Hours** |
| **Teaching**: |  |
| Teaching a course session | # |
| Helping students or instructors during a session | # |
| Running review or recitation sessions | # |
| Working with students during office hours | # |
| **Material Development**: |  |
| Preparing instructor slides/presentations | # |
| Preparing teaching material | # |
| Writing problem sets or exam questions | # |
| **Grading** |  |
| ## Problem sets with ## questions each, for ## students | # |
| Exam 1: an average of ## questions for ## students | # |
| Exam 2: an average of ## questions for ## students | # |
| **Administrative tasks** |  |
| Recording Lectures | # |
| Uploading material and managing course content on Canvas | # |
| Managing Breakout Rooms on Zoom (for remote course delivery) | # |
| Compiling exam questions | # |
| Entering exam questions on Canvas (for remote exams) | # |
| Proctoring exams (either in person or remotely) | # |
| Entering grades in Canvas gradebook | # |
| Monitoring and managing discussion boards | # |
| Managing exam viewing and re-grades | # |
| **“Lead” Tasks** |  |
| Assist the course director with the course introduction | # |
| Organize the review, and the exam proctoring and viewing sessions | # |
| Serve as liaison between the course administrator and the TAs | # |

## Compensation

Based on the above estimated hours and at a rate of $15/hour, each TA is expected to receive a maximum of $XXX at the completion of the course.

* TAs will submit their hours to the course administrator and course director and will be compensated based on the hours they report.
* *If your reported hours for a task exceed the maximum expected hours listed above, please provide (1) justification and (2) approval from the course director.*