

# **TA Handbook**

Department of Statistics and Applied Probability at UCSB

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# 1 Preface

Welcome to the TA Handbook, prepared for Teaching Assistants (TAs) in the Department of Statistics and Applied Probability (PSTAT) at the University of California, Santa Barbara (UCSB).

# **Part I**

## **Preliminaries**

## 2 Teaching Mission Statement

Text will go here.

### 3 Staff and Faculty Leadership

- **Student Affairs Manager:** Myranda Flores [she/her] ([studentaffairs@pstat.ucsb.edu](mailto:studentaffairs@pstat.ucsb.edu))
  - Oversees hiring and payroll for academic employees in the department.
  - Coordinates the assignment of Teaching Assistants to sections
  - Has copies of textbooks that TAs can borrow for use in their course during the quarter
- **Undergraduate Advisors:** Ellery Wilkie [she/her] and Yan Laschev [he/him] ([undergradadvisor@pstat.ucsb.edu](mailto:undergradadvisor@pstat.ucsb.edu))
  - Coordinates classroom scheduling for departmental courses
  - Assists with DSP exam accommodations
- **Academic Coordinator:** Jessie Priestley [she/her] ([academic-coordinator@pstat.ucsb.edu](mailto:academic-coordinator@pstat.ucsb.edu))
  - Hires and onboards ULAs
- **Department Chair:** Tomoyuki Ichiba [he/him] ([ichiba@pstat.ucsb.edu](mailto:ichiba@pstat.ucsb.edu))
  - Oversees planning and budgeting for the department,
  - Hires instructors including Graduate Student Teaching Associates.
- **Director of Graduate Studies:** Drew Carter [he/him] ([carter@pstat.ucsb.edu](mailto:carter@pstat.ucsb.edu))
  - The DGS is responsible for assigning TAs to courses,
  - Makes hiring decision regarding Teaching Assistants and Reader,
  - Interprets policies for academic employees.
- **Lead TA:** Ethan Marzban [he/him] ([epmarzban@pstat.ucsb.edu](mailto:epmarzban@pstat.ucsb.edu))
  - Leads the TA Training program
  - Acts as a liaison between graduate students and departmental leadership

## **Part II**

# **Expectations for Teaching Assistants**

## **4 Description of TA Duties from Instructor**

Text will go here.



## **5 Communication between TAs and Instructors**

Text will go here.

## 6 Workload Expectations

Text will go here.

## 7 Discussion Sections

Text will go here.

## 8 Office Hours

Text will go here.

## 9 Grading

Text will go here.

## 10 Creation of Course Materials

Text will go here.