

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)
 - 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)
 - Coordinates classroom scheduling for departmental courses
 - Assists with DSP exam accommodations
- **Academic Coordinator:** Jessie Priestley [she/her] (academic-coordinator@pstat.ucsb.edu)
 - Hires and onboards ULAs
- **Department Chair:** Tomoyuki Ichiba [he/him] (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)
 - 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)
 - 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

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8 Office Hours

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9 Grading

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10 Creation of Course Materials

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