

Teaching Assistant Job Description

TA Name:	
Appointment Period:	
Course Name:	
Faculty Supervisor:	

Check all duties that apply to this individual:

- | | |
|---|---|
| <input type="checkbox"/> Attend lectures [all__, most__]
<input type="checkbox"/> Conduct quiz section meetings
<input type="checkbox"/> Facilitate discussions
<input type="checkbox"/> Prepare lectures for quiz sections
<input type="checkbox"/> Prepare review materials for quiz sections
<input type="checkbox"/> Hold extra review sessions for exams
<input type="checkbox"/> Obtain room for review sessions
<input type="checkbox"/> Request or acquire necessary equipment
<input type="checkbox"/> Hold regular office hours _____ hrs/wk
<input type="checkbox"/> Tutor students
<input type="checkbox"/> Manage and respond to course-related e-mail
<input type="checkbox"/> Prepare webpage for course materials
<input type="checkbox"/> Maintain (update) webpage for course materials
<input type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc.

<input type="checkbox"/> Prepare test questions
<input type="checkbox"/> Proctor exams
<input type="checkbox"/> Score exams
<input type="checkbox"/> Maintain grading records
<input type="checkbox"/> Prepare course attendance records | <input type="checkbox"/> Maintain course attendance records
<input type="checkbox"/> Maintain records on individual students' assignment completion
<input type="checkbox"/> Calculate quarter grades
<input type="checkbox"/> Request student assessments for course
<input type="checkbox"/> Coordinate with OEA for course evaluations

<input type="checkbox"/> Prepare lecture materials
<input type="checkbox"/> Present lectures
<input type="checkbox"/> Prepare overheads
<input type="checkbox"/> Prepare handout materials
<input type="checkbox"/> Review literature
<input type="checkbox"/> Place course materials on library reserve

<input type="checkbox"/> Attend instructor/TA meetings
<input type="checkbox"/> Act as liaison/mediator between student and professor

<input type="checkbox"/> Review textbooks for use
<input type="checkbox"/> Order textbooks |
|---|---|

Other specific duties:

ASE Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____