Typical Teaching Assistant Responsibilities

All TAs with a TAship of 10 hours per week or more during the semester must register for the course XXX-405 for 0 course credits. In addition, all new TAs are required to attend the TA Orientation.

Review the TA Handbook for resources, tips, and key contacts across the university – go.tufts.edu/TAhandbook

- Discuss the start date and the final date of your TA duties with course instructor; any TA days off should be discussed as well
- Review Course syllabus with course instructor
  - Clarify key points and pedagogical goals with the course instructor to ensure that communications with students support the course goals
  - Review required assignments, readings, and exams
- Be familiar with the AV Equipment in the classroom prior to the class
  - Before each class test and prepare all AV equipment in preparation for the lectures, including wireless mic (or desk mic)
  - Call TTS in case of any technical issues - #617-627-3376
- Unless discussed otherwise with the instructor, attend all lectures for specified sections
  - If requested, support the instructor in preparing classroom materials
  - If necessary, place books on reserve in Tisch Library for student use
  - Assist the instructor with set-up and execution of class demonstrations or lab procedures
  - Take attendance as necessary
  - Take notes and read textbook, as needed, to help students with the material and prepare for leading your review session or office hours
  - Assist with reminding the instructor to make announcements in class, for example, approaching the Accessibility Services Office in time for reasonable accommodations, extra office hours, etc.
- Discuss whether you will be leading any lectures over the course of the semester, and expectations thereof
- Hold the agreed-upon number of office hours per week
  - Expect that office hours should increase prior to or following exams
  - Announce your extra office hours on Trunk ahead of time
  - Establish participants’ expectations for other course-related activities such as responding to emails, reading papers, etc.
- Answer e-mails and queries from students
- If requested, attend meeting with course instructor and other TAs
- Discuss exam and exam review policies with the course instructor
  - Discuss who writes, copies, grades, and distributes the exam to students
  - If grading exams or other assignments, review the grading rubric(s) in depth with the course instructor
o Be ready to:
  ▪ Write test questions
  ▪ Print or copy exams
  ▪ Bring exams, pencils, scantron sheets to exams
  ▪ Monitor requirements of special needs students
  ▪ Proctor exams
  ▪ Run review sessions prior to the exams
  ▪ Grade exams and run analyses
  ▪ Check ‘problem’ questions with the professor
  ▪ Release grades after approval from professor

• Be available to assist entering the final grades on SIS at the end of the semester.
• Assist with Trunk as necessary
  o Post announcements, email reminders, lecture outlines, and other materials as necessary
  o Keep grading section updated in consultation with instructor
• Alert the course instructor as soon as possible to any issues or concerns you have regarding student performance
• If assisting in a lab course, lab section, or studio course, be sure to review in depth any additional safety requirements or procedures, and any additional responsibilities (e.g. setting up experiments, cleaning up after the lab section)