

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

- 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
 - Post announcements, email reminders, lecture outlines, and other materials as necessary
 - 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)