



Teaching Assistant Job Duties

Student: _____ Instructor: _____

Course Number/Title: _____

Semester/Year: _____

TA workload should not exceed an average of 20 hours per week, including attending class sessions, screenings etc. TAs are not responsible for assisting the instructor with personal research, errands or personal tasks. TAs also should not give primary course lectures more than 2-3 times during the semester. For the Handbook of Operating Procedures section on TA duties see: <https://policies.utexas.edu/policies/teaching-assistants>

This list highlights some of the common responsibilities and duties for graduate Teaching Assistants (TAs). Discuss this checklist thoroughly with your assigned instructor. You and the instructor should agree on the expectations for your TA appointment at least one week prior to the start of the course. Be specific! Further discussion, follow-up, and feedback should take place throughout the semester.

<i>Responsibility</i>	Expected Frequency/ Hours Per Week	Notes/ Resources
<i>e.g. Grade quizzes</i>	2 hours/week	
<i>Attend Class</i>		
<i>Take Class Notes</i>		
<i>Take Attendance</i>		
<i>Meet with Instructor and/or other TAs</i>		
<i>Prepare Teaching Materials</i>		
<i>Maintain Class Canvas Page</i>		
<i>Communicate with Students</i>		
<i>Read Class Materials</i>		
<i>Hold Office Hours</i>		
<i>Conduct Review Sessions</i>		
<i>Conduct Lab</i>		
<i>Conduct Discussion Sessions</i>		

Responsibility	Expected Frequency/ Hours Per Week	Notes/ Resources
<i>Run Screenings</i>		
<i>Grade Homework Assignments</i>		
<i>Grade Essays/ Research Papers</i>		
<i>Write Exam Questions</i>		
<i>Proctor Class Exams</i>		
<i>Proctor Make-up Exams</i>		
<i>Grade Exams</i>		
<i>Maintain Class Grades</i>		
<i>Post Grades to Canvas</i>		
<i>Compute Final Grades</i>		

Other Responsibilities and Notes:

Communication Preference (phone, email, in person etc):

Instructor	Teaching Assistant
<input type="checkbox"/> Phone _____	<input type="checkbox"/> Phone _____
<input type="checkbox"/> Email _____	<input type="checkbox"/> Email _____
<input type="checkbox"/> In Person _____	<input type="checkbox"/> In Person _____

_____ Signature of Instructor	_____ Signature of Teaching Assistant
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_____ Date	_____ Date
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Teaching Assistants should retain a copy of the signed duties-document and give copies to the instructor and the Graduate Coordinator by **August 25th** for the fall semester and **January 10th** for the spring semester. The department copy should be available to faculty and TAs upon request. Any instructor or student employee who does not comply with the terms agreed upon in this duties document will be subject to repercussions from the department.