

## **Suggested Questions for Initial Meetings with your Instructor**

### *2020 Peer-Led Teaching Assistant Training*

- What are my main responsibilities in this role?
- What are your expectations for the time commitments of this role?
- Do you expect me to create course materials? If so, do you have past examples I can pull from?
- How would you like me to handle re-grade requests from students?
- How would you like me to handle cheating or suspected cheating?
- How would you like me to report and or support struggling students?
- How often would you like communicate? Do you want weekly updates or just talk when concerns arise?
- What is your preferred method of communication? Email, Slack, Teams? What is the best way to get in touch with you urgently?
- Does this class have Learning Assistants\*? If so, how many? Can I use them to help me grade homework or prepare materials?
- What would happen in the case where I get sick? Who is my backup person?

\*Learning Assistants are paid undergraduates who have taken the course before and are there to help. Usually their duties include hosting review sessions, grading homework, and answering student questions on Canvas