

Teaching Assistant Transition Document

Name:

Course/Year:

Prep work: What work did you do in preparation for the course and for the semester? Do you wish you had prepped any differently? Why or why not?

Instructor Interaction: How often did you interact with your professor? Did you feel this was sufficient? Would you recommend any changes?

Role: What were the general tasks and responsibilities of your role as TA during your semester? Do you have any recommendations for managing the specific responsibilities while balancing classes and research?

Class Materials/Administration: Did you prepare any materials for the class throughout the semester? If so, what? Please attach any created materials via a link to a box folder. Was there anything you did specifically to support workflow of the class (grading, posting assignments, etc.)? Did you have Learning Assistants helping you? If so, what did they do?

General Advice: Any general advice or words of wisdom for your successor?