Instructional Duties for Teaching Assistants

Below is a list of duties often assigned to teaching assistants. Identify the specific tasks or responsibilities you plan to assign your TA and how often or when these tasks should be completed. Add to the list as necessary and share this information with each TA under your supervision.

	Typical Duties for Tas	How Often?	When?
[ ]	arrange for machine-grading of exams		
[ ]	attend classes		
[ ]	check class attendance		
[ ]	conduct lab sessions		
[ ]	conduct or participate in field trips		
[ ]	conduct review sessions		
[ ]	grade essays & papers		
[ ]	grade exams		
[ ]	grade homework		
[ ]	help in computing final grades		
[ ]	maintain class records/grades		
[ ]	maintain office hours		
[ ]	maintain seating chart		
[ ]	prepare mid-semester reports		
[ ]	prepare slides or electronic presentations		
[ ]	proctor exams		
[ ]	read textbook/assignments		
[ ]	show films/videotapes		
[ ]	take class notes		
[ ]	write exam questions		
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			
[ ]			