

Before Classes Start

1. All TAs/TFs must accept or decline their appointment within one week of receiving the Academic Student Employee: Description of Duties (Appendix C). Failure to accept an appointment in writing within one calendar week of receipt will nullify the appointment.
2. TAs/TFs must be prepared to attend meetings with the instructor in charge of your course to discuss his/her goals for the course. In addition, you must be prepared to perform other duties as assigned at least one week prior to the scheduled start of classes. If the instructor has not contacted you prior to the day before classes start, please contact the instructor to arrange for an initial meeting.
3. If you are assigned to a course with multiple TAs/TFs, please work together to determine who will cover which section and then report your final sections/schedules to your primary course instructor and the School of Engineering Curriculum Support Staff.

4. Attend any required TA/TF training sessions and/or laboratory safety instruction meetings.
5. TAs do not assign course grades and cannot approve dropping or adding courses, but you should be aware of UCMerced's academic regulations regarding such issues as grading policy, dropping and adding courses, etc.

HOW TO USE STUDENT LEARNING OUTCOMES IN YOUR TEACHING

If you have questions about how to use student learning outcomes in your teaching, talk to your primary course instructor or contact the Center for Research on Teaching Excellence.

TAS/TFs PLAY A CENTRAL ROLE IN ENSURING THAT THE UCM ACADEMIC HONESTY POLICY IS UPHELD

All TAs/TFs should familiarize themselves with the UCM Standards of Conduct.

FOR ALL INSTRUCTIONAL SUPPORT NEEDS

- Textbooks
- Supplies
- Office hour room assignment
- Instructional Copy Code
- Instructional Computing Support
- Scantron Machine
- Room access, etc.

Please visit Instructional Logistics webpage:
http://engineering.ucmerced.edu/instructional_logistics



Teaching Assistant

Responsibilities

- Before Classes Start
- During the Semester
- After Semester Ends

For additional information, please email soe-grstaff@ucmerced.edu

During the Semester

1. Prepare for class and give clear presentations of the material to your students.
2. Intentionally design your instruction to support student achievement of the student learning outcomes and communicate to your students how each assignment, discussion section or laboratory is linked to their achievement of the course's learning outcomes. Be sure everything you do in class is related to the goals and student learning outcomes of the course. Explicitly teaching to help students achieve the course's student learning outcomes and communicating this clearly to your students is very important.
3. Maintain a professional and respectful relationship with your students.
4. Be on time for all assigned meetings of your section(s).
5. Hold at least two hours of office hours per week and be prepared to devote all of that time to meeting with students. Be sure the students in your section(s) and your primary course instructor know your office hours and location.
6. Attend lectures as required by primary course instructor.

7. Attend all TA/TF meetings and/or instructional laboratory meetings, which may involve performing laboratory experiments ahead of time, as required by primary course instructor.
8. Write or provide questions for quizzes and exams as required by primary course instructor.
9. Work exams and quizzes ahead of time as requested and report problems to the primary course instructor in a timely manner. Be careful not to divulge specific information about the content of upcoming exams or quizzes to students.
10. Grade laboratory reports, homework problems, quizzes, and exams as required by primary course instructor and submit all scores for which you are responsible to the primary course instructor, and/or post scores to CATCOURSES as required, before the designated deadline.
11. Return graded materials to students. **Note that privacy laws require graded materials be returned to students individually, not placed in a pile to be picked up.** Information about student privacy: Family Educational Rights and Privacy Acts (FERPA)
12. Convey to your primary course instructor in a timely manner any problems with individual students.
13. Participate in Professional Development opportunities, as directed by the SOE Assistant Dean.

AFTER THE SEMESTER IS OVER

1. Provide any other input on the course requested by the primary instructor.
2. Depending on the date of the final exam, the grading process may extend into the week after the instructional end of the semester.

