Teaching Assistantship Job Responsibilities

The purpose of a Graduate Teaching Assistant (GTA) is to assist academic units in delivering on their teaching mission, and to contribute to meeting the pedagogical outcomes of the instructor and the course. A GTA provides assistance to faculty while gaining valuable teaching experience. GTAs can have a broad range of responsibilities that take place around teaching.

While there is a wide variety to the work of a GTA, it is important to note that assistantship functions do not include clerical, technical or administrative work not related to teaching.

## Part 1: Student Details

First name:

Last name:

WLU ID:

WLU email:      @mylaurier.ca

TA Program of study (e.g. MSc Geography):

This form provides a breakdown of teaching assistant (TA) responsibilities. The form is to be completed by the course instructor in consultation with the Department Chair. Once complete, the TA will review and sign the form. The completed form is due to the Faculty of Graduate and Postdoctoral Studies (FGPS)by the beginning of classes each term in which a TA is held. **Note**: A separate form is required for each course included in a graduate teaching assistantship. A TA must equal 130 hours per term (total). The “marking total” (p.2) must be entered into the "responsibilities breakdown" (p. 3).

## Part 2: Instructor Information

Course Instructor:       Instructor email:

### Course Information

Department:       Term:

Course Code:       Section:

Total TA hours for course:       Total # of TAs for course:

## Marking Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assignment/Project Title | Assignment/Project Due Date | Estimated # of total items to be graded | Estimated time per item (mins) | Total time (hrs) |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
|       |       |       |       |       |
| Midterm |       |       |       |       |
| Final Exam |  |       |       |       |
| Marks Recording/ Maintenance  |  |  |  |       |
| Marking Total (Hours to be included under "TA Responsibilities Breakdown" (p. 3) |  |  |  |       |

## TA Responsibilities Breakdown

|  |  |  |
| --- | --- | --- |
| Duties | Comments/Details | Total Hours |
| **Preparation and Training**(Includes readings and revisions of course material, preparation for tutorials, laboratory training, lab training, lab setup, etc.) |       |       |
| **Office Hours**(include day/time here if known) |       |       |
| **Meetings with Course Instructor** |       |       |
| **Proctoring Midterm**(include time and date) |       |       |
| **Proctoring Final Exam**(proctoring expected where the course has a final exam) |       |       |
| **Communication with students** (e.g. email) |       |       |
| **Lecture**(include day/time here if the TA is required to attend only) |       |       |
| **Marking Total** |       |       |
| **Tutorial/Labs**(list dates and times) |       |       |
| **Other** |       |       |
| **Total** (Total must equal 130 hours. If a graduate student is the TA for multiple courses, the sum of all courses must equal 130 hours) |       |

## Part 3: Required Signatures

**Teaching Assistant’s signature:**

I acknowledge that my responsibilities for the spring 2022 semester will be undertaken in person and will require my physical presence on campus.

I have completed the Compulsory Graduate Teaching Assistant Training (y/n)       Date:

**Course Instructor’s signature:**

I acknowledge the responsibilities for the spring 2022 semester will be undertaken in person, and will require the physical presence on campus by the Teaching Assistant.

I have completed the ‘Working with a GTA’ module on MyLearningSpace (y/n)       Date:

**Department Chair’s signature:**

**Date:**

## Notice of Collection of Private Information

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