

## TA Job Description for Class Bio 105, Technology inspired by nature

### Unusual or unique aspects of the course

none

### What aspects of the course / specific tasks are TAs involved in (what is the role of the TA in the course)?

The TAs will grade one essay question on each of 4 exams. They will also be in charge of running four, 1 hr discussion sections and be responsible for grading students' written discussion assignments and their participation in discussions. The students will also run 1 hr review sessions for each of the exams.

### Expectations for TAs *(things that should be specified in the job description for the specific course)*

1. Weekly TA meeting with instructor (approximately 30 minutes)
2. Office Hours-- a 30 minute slot once a week
3. Be available to answer questions via e-mail or individual meetings with students who cannot attend office hours.
4. Procedures to follow if TA is ill—please notify instructor and other TAs via email as soon as possible.
5. Please be prompt with e-mailing the instructor and students (within one day of receiving e-mail at a maximum).
6. Weekly assignments and exams should be graded within 3 business days of being due.

### Commitments by faculty member *(things that should be specified in the job description for the specific course)*

1. Instructor will respond to TA e-mails within 12 hours.
2. Grading rubrics will provide the day each assessment is due.

### General Biology Department Expectations of TAs and faculty

TAs should work a maximum of 20 hours a week on their TA responsibilities.

TA contracts run from two weeks before classes start until December 31<sup>st</sup> (fall semester) and from January 1<sup>st</sup> until a week after graduation (spring semester). [2021/22 dates were Fall – 8/16/21-12/31/21; Spring – 1/1/22 – 5/15/22].

Faculty should respect the fact that TAs also have course commitments and research responsibilities. While TAs are expected to be available for class periods and weekly TA meetings for large courses, faculty should be as flexible as possible in when other tasks are performed. They should also provide as much notice as possible of what these tasks are and any time commitments outside class (for example for lab preparation).

Faculty are encouraged to make the role of TAs in the course explicit in their syllabus and talk to students in their classes about the essential roles of TAs in the course, as well as how students should treat TAs and what they can and cannot expect from TAs (i.e. be polite, TAs are not available 24/7, expected turn-around time for grading). They are also encouraged to emphasize the international and team orientated nature of science in their classes and to have TAs introduce themselves to classes as professionals integral to the course mission.

TAs are expected to provide feedback to faculty if they find that they are working more than 20 hours a week on TA tasks and/or if the distribution of time spent on different tasks is different from the job description.

*TAs and faculty are encouraged to reach out to the Graduate Program Director in the first place (or the Associate Chair or Chair of the Biology Department if that is not possible) if they feel that these expectations are not being met.*