

Department of Earth and Environmental Sciences
TA Coordinator Expectations
Updated May 2022

Teaching Assistant (TA) Coordinator responsibilities include, but are not limited to:

- Working with the Academic Support Coordinator and instructors to assign other TAs to specific lab/recitation sections prior to start of the semester
- Serving as a liaison between the faculty instructor and the other TAs for assigned classes
- Mentoring TAs
 - Blackboard use
 - Teaching guidance
 - Class reviews/drop ins/one on one check ins
- Managing materials for labs/recitations, including:
 - Inventorying and maintaining materials at start of the semester; ordering more if necessary
 - Setting up materials before/clean up materials after weekly labs/recitations
 - Ensuring that all materials used are properly stored and ready for the next class at the end of the semester
- Preparing materials with the course instructor for the weekly exercises; coordinating assignments and grading
 - Ensuring TAs follow the methods of instruction provided by the course instructor and the TA Coordinator (e.g., online sessions recorded and posted)
- Coordinating exam proctoring
- Helping instructor coordinate fieldtrips, as necessary
- Coordinating substitute TAs for illness/absence, as necessary
- Evaluating teaching of other TAs, as requested by instructor

TA Coordinators may still be required to teach a reduced number of classes depending on the needs of the course and the time commitment expected of the above items.

Graduate teaching assistantships at Syracuse University are offered to selected full-time matriculated students. As a graduate teaching assistant, educationally relevant instructional services are expected for a period not exceeding twenty hours per week during their contract period.