

## TEACHING ASSISTANT-INSTRUCTOR AGREEMENT

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*The purpose of this worksheet is to give TAs and instructors an opportunity to clarify, discuss and agree upon the expected workload and responsibilities of the TA at the start of each quarter. It is expected that the entire document be reviewed together during a meeting. The topics have been generated through workshops and meetings with TAs and instructors and are intended to benefit both parties. Thank you for your time!*

1. *Please explain briefly the TA's responsibilities:*

2. *Is the TA expected to attend each class/lab? If not all, please explain which and how many.*

3. *Is the TA expected to hold office hours? If so, how frequently?*

4. *Is the TA responsible for grading homework assignments or exams? How often are assignments submitted? What is the expected turnaround time? What is the course policy for turning in late assignments? What is the partial credit policy?*

5. *What are the expectations for the TAs lecture? Does the professor expect to be present for the TAs lecture? Is the TA expected to generate the lecture materials themselves?*

6. *Please discuss here any scheduling conflicts that will result in either the TA or instructor being absent from class, lab or a field trip.*

7. *Please discuss here the ways the TA and instructor will receive feedback from the students throughout the quarter. Options include online mid-quarter evaluation, short end-of-class questionnaires (1-2 questions), and communication via the TA.*

Course name: \_\_\_\_\_

Quarter/Year: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

TA Name: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
TA Signature