

TEACHING ASSISTANT EXPECTATIONS FORM
Department of Geology and Environmental Science

Teaching Assistant: _____ Semester: _____

Instructor: _____ Assigned Course: _____

We rely upon our Teaching Assistants (TAs) to provide excellent instruction to our students. Our TAs therefore need to be knowledgeable in the subjects they teach, well prepared for recitations and labs, and diligent in grading. In addition, it is crucial that there is consistency in workload, student expectations, and grading standards between TAs in those classes with multiple TAs. Continued TA support will depend on good performance.

Please review the GES TA Handbook before completing this form. It is required that you meet with the instructor before the semester to discuss expectations and complete this form.

General

- ☐ Meet with instructor to discuss problems with recitations/labs, grading, students, etc.

Meeting frequency: _____

- ☐ Create and maintain secondary recitation/lab Canvas page
☐ Upload course materials to Canvas page (main course page and/or recitation/lab page)
☐ Host office hours
☐ Send Canvas announcements about materials and due dates
☐ Attend all lectures (to ensure familiarity with course materials)
☐ Opportunity to teach a lecture

Exams

- ☐ Proctor exams
☐ Print and photocopy exams
☐ Deliver and retrieve scantrons from the Office of Measurement and Evaluation
☐ Help grade lecture-related exams

Recitations/Labs

- ☐ Write recitation/lab exercises
☐ Create and maintain assignments in Canvas (main course page and/or recitation/lab page)
☐ Print, gather, and organize materials for recitation/lab exercises (assignment, rocks, maps, etc.)
☐ Grade recitation/lab exercises

Frequency of grading: _____

- ☐ Prepare and grade recitation/lab quizzes

Other (please specify)

- ☐ Additional grading: _____
☐ Additional Canvas responsibilities: _____
☐ Additional time commitments (i.e. field trips): _____

Signatures

TA: _____ Instructor: _____

Please email this completed form to the Academic Coordinator, Francesca Sirianni (frs38@pitt.edu)