

# TA Training Materials

This information was passed out during the TA training session held during orientation week. As it is generally very helpful for new TAs we are including it in the wiki as well.

**Thanks to Dr. Melissa Kinney, Duke alumna and former Duke TA, for this resource.**

## Questions for TAs to Ask the Lecturing Professor

1. What are my responsibilities?
  - Grading?
  - Office Hours?
  - Class Attendance?
  - Audiovisual Equipment?
  - Lecturing?
  - Making Copies?
  - Placing Readings on E-Reserves?
2. What are your expectations of me as your TA?
3. What times during the semester should I reserve in my schedule for TA related responsibilities?
4. Do you want to set up a weekly meeting with me to discuss course related activities?
5. May I have a copy of the textbook and other course related materials?
6. Will the class have any field trips? If so, what do you expect of me?
7. Is there any point during the semester when I will need to drive a Duke vehicle?
8. Do I need to reserve AV equipment for the entire semester? If so, what equipment is needed? Could I receive at least two days notice if any additional equipment is needed?
9. Do you have any readings that need to go on e-reserve? It takes the library two weeks to make the readings available, so if any readings need to be submitted later in the semester this deadline needs to be kept in mind.
10. Would it be possible to have at least two days notice for any copies that need to be made and distributed in class? Can you get copy privileges added to my Duke ID?
11. How many days do I have to complete grading?
12. May I have at least one week's notice for any assignments you would like me to create?
13. Will there be any guest speakers in the class? If so, what AV equipment do they need? Do I need to make any travel arrangements for them?
14. Is there a location other than my office that can be used to talk to students during office hours?
15. Is there anything that I need to be doing during class? Taking attendance? Taking notes? Other responsibilities?
16. Are there any opportunities for me to lead a lecture?
17. How many TAs will be helping with this class?
18. How do you plan to let me know of any of your expectations throughout the semester? Weekly meetings? Discussions after class? Email?
19. How many hours should I budget weekly to complete my TA duties?

\_Table adapted from <http://www.utexas.edu/academic/dila/gsl/teaching/Jobduties.pdf>\_

| <i>Duty</i>               | <i>How Often?</i> | <i>Expected Dates</i> | <i>Resources to Assist</i> |
|---------------------------|-------------------|-----------------------|----------------------------|
| Attend Classes            |                   |                       |                            |
| Read Textbook/Assignments |                   |                       |                            |
| Take Attendance           |                   |                       |                            |
| Take Class Notes          |                   |                       |                            |
| Maintain Office Hours     |                   |                       |                            |
| Conduct Review Sessions   |                   |                       |                            |
| Conduct Lab Sessions      |                   |                       |                            |
| Grade Homework            |                   |                       |                            |
| Grade Essays/Papers       |                   |                       |                            |
| Show Videos               |                   |                       |                            |
| Conduct Field Trips       |                   |                       |                            |

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|------------------------------------|--|--|--|
| Prepare Teaching Materials         |  |  |  |
| Write Exam Questions               |  |  |  |
| Proctor Exams                      |  |  |  |
| Grade Exams                        |  |  |  |
| Arrange Scantron Grading           |  |  |  |
| Maintain Class Records             |  |  |  |
| Meet with Professor or Other TAs   |  |  |  |
| Coordinate Other TA's Duties       |  |  |  |
| Prepare Mid-Semester Reports       |  |  |  |
| Help Compute Final Grades          |  |  |  |
| Communicate with Students Online   |  |  |  |
| Develop or Maintain Course Website |  |  |  |
|                                    |  |  |  |
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