

DEPARTMENT OF SOCIOLOGY

TEACHING ASSISTANT SUPPLEMENTAL EMPLOYMENT INFORMATION

This form is a supplement to the required Description of Duties form for TAs

Supervising Instructors are encouraged to meet with their Teaching Assistants at the beginning of the quarter to provide further specifications regarding expectations of time allocation in a course and the required duties as designated on the Description of Duties form. Within the first two weeks of the quarter, the Instructor of the course should complete and review the form with the Teaching Assistant. The completed and signed form is to be submitted to the Sociology Department Graduate Program Coordinator no later than one week before the start of each term. The form will be retained in the student employment files by Sociology Department Graduate Coordinator.

Please note that a 50% time Teaching Assistant appointment consists of 220 working hours per quarter, which equates to 20 working hours per week. However, this is an estimate of the average working week; actual hours worked per week may vary, especially during peak times (i.e., examinations, field trips, etc.), but may not exceed 220 hours total for the quarter, or a workload over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.

Teaching Assistants are expected to uphold the policies of the Instructor teaching the course. The Instructor and the Teaching Assistant are encouraged to discuss any difficulties with this, or with the allocation of duties, as early as possible, and well in advance of the end of the term in order to best deliver the needs of the course, with due consideration to peak periods. The Instructor and Teaching Assistant are encouraged to meet mid-term to review the objectives and make appropriate revisions (if any) as necessary. If revisions are made after the original form is submitted, an updated copy of the form with the revisions annotated should be submitted to the Graduate Coordinator. Concerns regarding duties performed by the Teaching Assistant should be brought to the Graduate Director, as early as possible. This is the appropriate procedure for addressing and resolving issues. Any revision(s) must be submitted to the Graduate Coordinator and will be forwarded to the Social Sciences AHR office.

Teaching Assistant: _____ Instructor: _____

Quarter/Year: _____ Course # _____ Course Title: _____

Approximate # of students registered: _____ Approx. # of students in TA's sections/lab: _____

Section/Lab Day(s)/Time(s): _____

Section/Lab Location: _____

Objectives (annotate with details as appropriate with number of labs, exams, specific duties)	Approximate hours per week per objective.	Total hours per term	Comments or Revision of time allocation
1) Attend Lectures			
2) Present Lectures			
3) Instruction of sections and/or labs			
4) Preparation (i.e., for lectures, discussions, or labs; including required readings)			
5) Office hours			
6) Meeting(s) with Course Supervisor/ASE			

7a) Read and evaluate _____ papers per student: Specify nature of assignment (paper, project, midterm, exam, final exam, etc.), number, involvement in preparation, approx. dates, grading methods, time per student, number of students for which TA is responsible)			
7b) Midterm Exam(s)/ Final Exam (nature and number, approx. dates, involvement in preparation, grading methods, time per student, number of students for which TA is responsible)			
8) Proctoring Exams			
9) Make grade recommendations as appropriate for students in section/lab			
10) Class/faculty visits			
11) Maintain/submit student records (e.g., grades)			
12) Perform other tasks as assigned. (e.g. field trips, web-site updates, other communications, other administrative tasks)			

 Instructor Signature/Date

 Teaching Assistant Signature/Date

REVISIONS*:

 Instructor Signature/Date

 Teaching Assistant Signature/Date

*[Note: any revisions made after the original form has been submitted should be annotated on a copy of the form and resubmitted to the Sociology Graduate Coordinator]