

## **Guidelines for Teaching Assistants working under faculty supervision and expectations for faculty members**

Linguistics Program. Purdue University

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### **Roles and responsibilities for Teaching Assistants (TA)**

- TAs must return to school the week before classes start, attend orientation meetings with the instructor as necessary as well as TA and Blackboard training
- Provide 20 hours of work per week as outlined by the course instructor
- Behave in a professional, civil and respectful manner at all times
- Notify the instructor of any absences from campus due to travel, illness or other
- Attend all the lectures of the course they are assigned to
- Preparing homework assignments, quizzes or exams
- Grading homework assignments, quizzes, exams or projects
- Hold weekly office hours (2 hours a week) to answer any questions related to homework assignments and course material
- Attend biweekly meetings with the course instructor to review TA performance and any other issue
- Teach lectures independently at the discretion of the instructor (typically 2 to 3 lectures per semester)

### **Expectations for faculty members supervising TAs**

- Please treat TAs with respect and civility at all times
- Do not assign work beyond the 20 hours per week limit
- Provide the TA with ample opportunity to contribute to the course
- Provide appropriate notice to the TA in case substitution is needed due to illness, conference travel or other
- Please inform the TA in writing of any issues or concerns
- Please provide the TA with a written evaluation of her/his performance at the end the term