

To: Economics and Business TAs
From: The Undergraduate Advising Head
Subject: Teaching Assistant Responsibilities
Date: Fall 2019

TA's are an important resource for students in Economics and Business courses. TAs commonly run recitation or review/study sessions, hold office hours, help proctor exams, and grade student work. The effectiveness of a course depends in no small measure on the efforts of the TA's. While your specific responsibilities will be determined by the nature of the course and by the course instructor, this guide is written to help you settle into your role as an Economics or Business TA.

Best Practices.

All TA's with grading responsibilities are required to read "Best Practices/Tips for Preparing and Supporting Undergraduate Teaching Assistants" and sign the accompanying form. The "Best Practices" provides guidelines for meeting with instructors, maintaining good communication, helping students, grading student work, and proctoring exams. Following these guidelines will help you be effective in your new role.

Time Commitment and Pay.

Both the Economics and Business Departments assume that each TA will work an average of about 10 hours a week, including class attendance and other preparation time, and budgets accordingly. While commitments vary between courses and from week to week, the 10 hour figure provides a useful benchmark for thinking about your time commitment over the semester. Before committing to a TA position, be sure that you will have time to meet both your TA and other obligations over the semester.

All hours worked by TA's must be submitted weekly through the new WORKDAY system. These will automatically go directly to the hiring supervisor (Leslie Yancich for Economics, and Lauren Hasselriis-Ghom for Business/Grad students) for approval. You should bill the department for any course-related activities, including attending class, meeting with the instructor, preparing for recitation or office hours, emailing students, etc.

Proctoring Exams.

Maintaining the integrity of the exam process is a critical responsibility of faculty and TAs alike. TAs who help proctor exams should be on alert for cheating. Academic dishonesty is one of those areas where "an ounce of prevention is worth a pound of cure." Specific proctoring practices are discussed in "Suggestions for Proctoring Exams." If you detect possible cheating, inform the course instructor so that he/she can take appropriate action.

Ask the course instructor whether your assistance is needed in proctoring exams during the semester. TA's are expected to assist in proctoring final exams unless they have a final at the same time. Keep this in mind in making your end-of-semester travel plans. Also let the course

instructor know as soon as possible after the final exam schedule comes out if you will be unable to help proctor the final. This will allow the instructor to determine whether additional proctors need to be requested from the Registrar's Office – instructors must make such requests well in advance of finals.

TA Evaluation.

TAs will be automatically evaluated online at the end of the semester. The course instructor may request (through Leslie or Lauren) not to have their TA evaluated.