

Preparing and Supporting Undergraduate Teaching Assistants who have Grading Responsibilities

Faculty supervising undergraduate Teaching Assistants who will have grading responsibilities are asked to review with their TAs the attached document, “Best Practices/Tips for Preparing and Supporting Undergraduate Teaching Assistants,” and to obtain their signatures on this form, as an indication that all have read the information in the “Best Practices” document, which was prepared by the Committee for the Support of Teaching. The course instructor should return the completed form to her/his department chair, and send a copy of the form to the Dean of Arts and Sciences as early as possible in the semester. The course instructor should also list the grading responsibilities for undergraduate Teaching Assistants in this course.

Course Number and Title _____

Instructor’s Signature/Date _____

Undergraduate Teaching Assistant’s Signature/Date _____

Undergraduate Teaching Assistant’s Signature/Date _____

Undergraduate Teaching Assistant’s Signature/Date _____

Undergraduate Teaching Assistant’s Signature/Date _____

Undergraduate Teaching Assistant’s Signature/Date _____

Undergraduate Teaching Assistant’s Signature/Date _____

Please list the assignments/exams that undergraduate Teaching Assistants will be grading in this course: