Instructor-TA Checklist

*For additional details refer to P&N Guide for Graduate Teaching Assistants and Instructors

**Before Class Begins** *(At least two weeks prior to the start of the term)*

- Talk about the class
- Exchange class-specific materials
- Identify dates to be missed due to obligations
- Establish learning objectives for the TA
- Discuss collection of evaluative data (from students as well as from each other)
- Establish any “off hours” for the class
- Establish regular meeting times throughout the term
- Prepare document outlining shared expectations (Appendix A)
- **INSTRUCTOR:** Submit expectations doc to DGS & DUS offices before the start of classes (cc the TA)

**Beginning of the Semester** *(And thereafter)*

- Discuss possible conflicts of interest between the TA and students on the roster
- Ensure that TA average workload fits departmental guidelines
- Communicate regularly about the TA experience

**End of Term** *(Within two weeks of grade submission deadline)*

- Complete the following within two weeks of the grade submission deadline, submitting materials to the DGS and DUS offices
- Discuss the TA experience with consideration of the learning objectives
- **INSTRUCTOR:** Submit evaluations of TA (Appendix D)
- **INSTRUCTOR:** Submit evaluations of TA learning evaluations (Appendix F; cc ing TA)
- **TA:** If not evaluated through DukeHub, submit self-created end-of-term student evaluations (ccing instructor)
- **TA:** Submit end-of-term evaluation of Instructor (Appendix E)
- **TA:** Respond to survey about TA activities and workload (distributed by the DGS and DUS offices)