

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; ccing 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)