**BMED Teaching Assistant Expectations Form**

TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_ Section:\_\_\_\_\_\_\_\_\_ Term:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

EXPECTATIONS OF RESPONSIBILITIES – The instructor and the TA should meet together in person prior to or at the beginning of the term to discuss specific responsibilities and expectations. The Instructor and the TA should use the Class Responsibilities section to dictate, as specifically as possible, the assignments and requirements that will be expected of the TA throughout the semester. Please feel free to attach additional documents if more space is needed than provided. Additionally, the Instructor and the TA should review the Criteria Rubric below to understand how the TA will be evaluated at the end of the semester. Once completed and reviewed, both the instructor and the TA should sign the same copy of the form, and the TA should upload the signed form onto the appropriate T-Square site (for BMED 7004 or BMED 7005 as appropriate) by 5 pm on **Friday of the second week of class**. **Failure to submit the form by this time will result in an Incomplete for this assignment.**

**Keep in mind: TAs are expected to take their responsibilities seriously for each course, and failure to do so may result in an additional semester of TA requirements. A score of 3 for each criterion is considered satisfactory performance.**

**Class Responsibilities:**

* Number of assignments to be graded by TA. Include turnaround time, the expected number of hours each will take for completion, whether a key/rubric will be provided, etc:
* Number of exam reviews or recitations to be administered by TA. Include the dates and topics, the expected number of hours each will take for completion, etc:
* Number of lectures to be given by TA. Include the dates and topics, the expected number of hours each will take for completion, etc:
* Group-project or laboratory-related tasks to be performed by TA. Include types of tasks, turnaround times, the expected number of hours each will take for completion, etc:
* Other general class responsibilities required of TA with a brief description of each:

(Suggestions for this section: lecture attendance, exam proctoring, maintenance of T-Square site, TA office hours, grade record maintenance, meeting with instructor, interaction with graders, division of work with graders)

**Criteria for End-of-the-Term Evaluation:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exceptional (5)** | **Very good (4)** | **Proficient (3)** | **Below Average (2)** | **Poor (1)** | **Not Observed or Applicable** |
| **Aptitude/Teaching Skills** | | | | | | |
| Displayed understanding of course content, both knowledge and skills |  |  |  |  |  |  |
| Demonstrated effective teaching practices in lectures, reviews, recitations, etc. |  |  |  |  |  |  |
| Introduced new ways of learning to the course |  |  |  |  |  |  |
| Presented him/herself clearly in interactions with students |  |  |  |  |  |  |
| **Grading** | | | | | | |
| Submitted grades and feedback in a timely manner |  |  |  |  |  |  |
| Appropriately assessed students |  |  |  |  |  |  |
| Effectively handled student issues and challenges |  |  |  |  |  |  |
| **Professionalism** | | | | | | |
| Was punctual to class and scheduled appointments |  |  |  |  |  |  |
| Organized his/her time well |  |  |  |  |  |  |
| Communicated progress of assigned duties and students’ learning |  |  |  |  |  |  |
| Actively involved in meeting the needs of the students |  |  |  |  |  |  |
| **Attitude** | | | | | | |
| Served as positive model for students by action and attitude |  |  |  |  |  |  |
| Conducted positive and appropriate interactions with instructor |  |  |  |  |  |  |
| Was willing to help students |  |  |  |  |  |  |
| Was willing to help instructor |  |  |  |  |  |  |
| Responded appropriately to directions and feedback |  |  |  |  |  |  |
| **Overall**  **Assessment** |  |  |  |  |  |  |

***Please see next page for signatures…***

*By each signing below, the Instructor and the TA are both acknowledging the completion and review of this form, and have come to a mutual agreement on course TA expectations and responsibilities.*

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Instructor’s Signature and Date

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Teaching Assistant Signature and Date