

Teaching Assistant Expectations

This TA-ship is designed for three students in PSY 685 (Projects in the Teaching of Psychology). It is worth 3 credits. TAs will be closely mentored throughout the teaching experience. Responsibilities are designed to provide students with opportunities to practice necessary skills in teaching (record maintenance/organization, assessment, tutoring) and to allow students to gain first hand knowledge of and experience in the mechanisms of running an upper division seminar course.

To earn 3 units of credit, TAs are expected to do **4.5 hours** of work per week.

Attend lectures [1.5-3 hours]: **Tuesdays 9:30-10:45am (Natalie) and 11:00am-12:15pm (Ariana)**
Thursdays 9:30-10:45am and 11:00am-12:15pm (Kylee)

- Every class:
 - Assist professor as needed to help administer Eli Review for in-class workshops or facilitate student groups
 - Track attendance on *Canvas*. Indicate Lates and Absences as appropriate. When student emails about their absence, please select a badge that relates: Health, Personal, Work, Commute, Trip, Other.
 - Compose announcement reminder on *Canvas* to be posted within 1 hour of end of class. Announcements should include reminders about all deadlines upcoming, as well as reading deadlines, any forum postings students should do, any materials students should bring to class beyond the norm, and any other reminders professor announced in class. Announcements should be friendly and encouraging, and you should feel free to use your own “tone.”
 - Update the “Week X To Do” list on *Canvas* at the top of the given week. You can select one of the provided templates, and you should be brief and formulaic. Draw from the announcements to communicate mostly the same information.
- Certain classes: help time presentations, host class sessions **(TBD as needed)**
- **Optional:** give Eli Review debriefs, host Special Topics/work on Special Projects **(TBD if desired)**

Online support [1.5 hours]: **Wednesdays and Fridays (Natalie and Ariana)**

- Check that students have submitted all assignments: *Canvas/Drive (Ariana)*, *Eli Review (Natalie)*
 - For *Canvas* and *Course Google Drive Folder*: Check that student submitted both the assignment and the assignment reflection on their individual **Student Contract Feedback Sheet**. For missing assignments, send reminder emails 48 hours after assignment deadline (if student has not communicated with us already). Track correspondence plus extension requests by consulting the individual **Student Contract Feedback Sheet**, and logging student information on **PSY 305 Worksheet** under **Student Watch**. Follow up to ensure extensions are respected (it might help to send reminders one day in advance of an extension deadline, as well as one day after if it has been missed). Ensure **Student Watch** is updated in advance of TA biweekly meeting.
 - For *Eli Review*: indicate on **PSY 305 Worksheet** under **Student Watch** for missing Eli work as well as periodic word count totals. Reach out to students missing work on Eli—this might require checking back numerous times and student follow-up. Ensure **Student Watch** is updated in advance of TA biweekly meeting.

Host office hours [0.5 hours]: **Tues 12:30-1 (Ariana) / Tues 2:30-3 (Natalie) / Wed 10:30-11 (Kylee)**

- Host 3 x 10 minute sessions every week
- Maintain schedule based on email and in class requests (**PSY 305 Worksheet**, [Office Hours](#))
- See students or complete any of the above backlogged tasks
 - Add “Office Hours Make-up” badge to student attendance when they are attending to make-up a missed lecture because of a health reason
- Craft additional support announcements with tips
- Conduct midterm conferences as appropriate

Communicate with students via email/Discord, interact with Eli submissions, and update records [0.5 hours average; recommended 15 minutes per day **Wednesdays and Fridays**; sometimes **weekend** or **Monday** work is required]:

- Answer student email (cc professor when necessary)
 - Assignment questions
 - Office hour appointment requests (log on **PSY 305 Worksheet**, [Office Hours](#))
 - Note absences (in **Canvas**, see above)
- Engage with student Revision Plans on Eli
 - Selectively respond to revision plans (in **Eli Review**): endorse comments and leave notes on revision plans
- Monitor Discord server to ensure students are following rules and using the forum to support classwork or community building (**Natalie**)
- Monitor class Canvas forums
 - Respond to student queries on “Ask the TAs,” as appropriate (**Mondays (Ariana) / Wednesdays (Kylee) / Fridays (Natalie)**)
 - Record keeping, as needed (**Kylee**) - **PSY 305 Worksheet**, [Roster](#)
- Track progress and follow up with students as needed
 - Monitor writing journals (**Kylee**) - **PSY 305 Worksheet**, [Student Watch](#)
 - Monitor overall attendance (**Natalie**) - **PSY 305 Worksheet**, [Student Watch](#)
 - Monitor peer feedback *quality/word count* (**Natalie**) - **PSY 305 Worksheet**, [Student Watch](#)
- Additional record keeping as needed, including preparation for midterm conferences
 - Student Contract Feedback Sheets check ins and final: Attendance (**Natalie**), Class Discussion (**Kylee**), Writing Journal (**Kylee**), Canvas Forums (**Kylee**), Peer Review (**Natalie**), Assignments (**Ariana**)

Attend biweekly mentorship meetings with professor [average 0.5 hours]: **Thursdays 1:00-2:00pm**

- At beginning of term, contribute to the pinned discussion forums on **PSY 685 Canvas**; monitor and update forum contributions during the term too
- Check agenda on **PSY 685 Canvas** before meeting and come with any questions or additions
- Follow up from meeting by reading notes and completing tasks (indicate task completion throughout term on [TA Duties Check List](#))
- Update [Student Watch](#) tab, in **PSY 305 Worksheet**, with any communications sent your way (or that students ignored) that feel timely to share with whole team

Time saving tips:

- Create useful templates: announcements, email alerts or responses for different student concerns (attendance or missing work)
- Use the bcc feature as appropriate (can email professor and bcc students)
- Create a personal schedule of when to do TA work: in general (consider your own schedule constraints) and specifically around student deadlines (use syllabus to guide you)
- Multi-task during lecture or office hours (if students don't attend)
- Track time consuming tasks and reach out for support
- *Use our shared record keeping and brainstorming tools (PSY 305 Worksheet, PSY 685 Canvas forums) to communicate*