

COE TA Advisory Appointment Worksheet

Department:

Teaching Assistant:

Supervising Faculty:

Course Title/Number:

Percent Level:

Average hours/week:

Appointment dates: _____ to _____

Total hours:

				Total Hours
A.	PRIOR TO THE FIRST DAY OF CLASS			
	Orientation sessions			
	CoE training session (NEO11 hrs. or TIP 5.5 hrs.)*			
	Dept training sessions*			
	Preparation			
	Other			
B.	TRAINING SESSIONS DURING SEMESTER BY COURSE SUPERVISOR (minimum 2 hours required)*			
C.	CLASS RESPONSIBILITIES	Hours /Week	Number of weeks	
	Class contact:			
	Lecture			
	Lab			
	Discussion			
	Attendance at lectures			
	Office hours			
	E-mail problem solving			
	Preparation for classes			
	(e.g., homework, solutions, webpages, etc.)			
	Grading			
	Meetings			
	Tutoring			
	Field trips			
	Examinations:			
	Proctoring			
	Grading			
	Other			

*The TAA contract specifies a minimum of 8 hours required training designed to aid in teaching duties, 2 of which must be during the semester.

The above information has been received and discussed:

Teaching Assistant: _____

Date: _____

Supervisor: _____

Date: _____

COE TA Appointment Policy Reminders New Educator's Orientation

As part of your appointment letter, you should have received your appointment type and percentage, which will equate to the number of hours you will work over the semester to fulfill your TA contract. Determining how you will spend those hours will be up to you and your TA supervisor. To help you with this task, you – in consultation with your TA supervisor – should complete the TA worksheet included in this folder. The completed TA worksheet must then be filed with your department's TA coordinator before the end of the second week of the semester (or the assigned date provided by your department).

8.3% = 60 hours	25% = 180 hours
10% = 72 hours	33% = 240 hours
12.5% = 90 hours	41.6% = 300 hours
16.7% = 120 hours	50% = 360 hours
20% = 144 hours	

If tasks or emphasis change significantly over the semester, you should meet with your supervisor to readjust the duties on the worksheet. Both you and the supervisor should make a copy of the worksheet before the supervisor returns a copy to the department TA coordinator.