Teaching Assistant (TA) Appointment Form

Graduate Teaching Assistants (TAs) may function in a variety of roles in the graduate and medical school. Only graduate students in good academic standing may be a TA. The TA works under the guidance and supervision of the course director and duties will vary from course to course. The TA experience will require careful planning and monitoring to ensure that the TA, the students, and the course director benefit from the relationship. Course directors are encouraged to provide feedback and mentoring to the TA on an ongoing basis. At the end of the course, the TA should be evaluated using the Teaching Assistant Evaluation Form.

To appropriately compensate the student for acting as a TA and to ensure mutual understanding of the TA’s duties, please fill out this form.

Course Name ________________________ Semester/Year __________ No. of credits _____________

Course Director Name ___________________________  ______________________

Signature

Teaching Assistant Name _________________________  ______________________

Signature

(Please check one)  TA will receive ____ compensation or ____ credit (maximum = 1 credit)

TA duties may include (check all that apply):

___ Conducting review sessions of classroom lectures

___ Conducting review sessions of exams

___ Conducting one-on-one tutoring sessions

___ Leading journal article discussion/ small groups

___ Preparing and conducting lab/practicum sessions

___ Being available to students by holding ‘office hours’

___ Reviewing exam questions/proctoring exams

___ Grading exams

___ Grading homework

___ Photocopying of course materials

___ Maintaining the course WebEd site

___ Monitor and follow up completion of course evaluation on WebEd

___ Other duties as assigned by the course director (please specify)

For Graduate School use only: Amount of Compensation _________

_________________________  ___________________________

Lily Recanati     Signature