

## 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):

|   | Frequency |
|---|-----------|
| <input type="checkbox"/> Conducting review sessions of classroom lectures                 | _____     |
| <input type="checkbox"/> Conducting review sessions of exams                              | _____     |
| <input type="checkbox"/> Conducting one-on-one tutoring sessions                          | _____     |
| <input type="checkbox"/> Leading journal article discussion/ small groups                 | _____     |
| <input type="checkbox"/> Preparing and conducting lab/practicum sessions                  | _____     |
| <input type="checkbox"/> Being available to students by holding 'office hours'            | _____     |
| <input type="checkbox"/> Reviewing exam questions/proctoring exams                        | _____     |
| <input type="checkbox"/> Grading exams  | _____     |
| <input type="checkbox"/> Grading homework   | _____     |
| <input type="checkbox"/> Photocopying of course materials                                 | _____     |
| <input type="checkbox"/> Maintaining the course WebEd site                                | _____     |
| <input type="checkbox"/> Monitor and follow up completion of course evaluation on WebEd   | _____     |
| <input type="checkbox"/> Other duties as assigned by the course director (please specify) | _____     |

**For Graduate School use only:** Amount of Compensation \_\_\_\_\_

\_\_\_\_\_  
Lily Recanati

\_\_\_\_\_  
Signature