

**TEACHING ASSISTANT INVENTORY
SAS GRADUATE DIVISON**

This inventory should be used by faculty/instructors and teaching assistants to establish clear expectations for course preparation and delivery.

TA Expectations and Responsibilities

TA Responsibilities	Notes / Frequency
Attend lectures	
Prepare and lead online/in-person discussion sections, labs or demonstrations	
Hold regular office hours. Define the means and platforms for those meetings. Communicate clearly what modes of meeting with students, e.g. group and individual meetings.	
Provide specific details about how students in the course should contact or expect to hear from you through email, online or in-person meetings. Set clear boundaries for availability.	
Grade papers, exams, labs, problem sets, or other assignments	
Maintain course website and post/update course materials	
Help create exams, essay assignments, quizzes etc.	
Send class emails; answer questions; moderate discussion boards etc.	
Meet with professor	
Maintain grade records	
Delineate clear standards for etiquette in remote teaching, (e.g. turning video on/off, muting microphone, using raise hand function, standards for discussion boards).	
Other:	