

UNDERGRADUATE TA EXPECTATIONS

All TAs are expected to provide faculty supervisors with a copy of their schedule and all of the information needed to contact them, including telephone numbers and e-mail each semester.

TAs should expect to meet with their faculty supervisor once each week at a time that is mutually convenient.

TAs are expected to hold a minimum of one hour of office hours per week.

TAs do not determine exceptions to policies. Any problems should be brought to the instructor.

TAs will not be required to purchase books for the discussion sections of courses that they lead. Faculty will order desk copies for their TAs.

TAs are required to proctor/monitor any/all exams as required by the faculty supervisor.

TAs should check their Binghamton e-mail or the established communication method for students at least once every day.

TAs may be asked to hold review sessions as determined by the faculty supervisor.

Students who are grading or leading discussion sections are expected to attend **all the lectures** of the classes for which they are grading. Occasional rare exceptions must be approved by the faculty supervisor.

In very large classes, TAs may be asked to keep order and monitor students to maintain classroom decorum. Please follow the directions of the faculty supervisor.

TAs are not allowed to be paid as tutors for the classes they assist, but may do so for other courses.

TAs are expected to be careful to ensure the confidentiality of all grades, other class records, and student work. Such work should NOT be stored on a shared computer or provided to anyone other than the faculty supervisor. **This is federal law.**

TAs must report any potential conflicts of interest to their faculty supervisor and the assistant to the chair of the economics department, in the first few days of the semester. Such conflicts of interest include, but are not limited to, having a student in the class who is a girl or boy-friend, other close friend, roommate or relative.

The obligation of a TA/Grader does not end until the final grades have been completed. TAs must remain available until all duties are complete. This may be after the last day of finals but will not extend beyond the closing of the dorms. TAs are expected to remain until the assignments are finished. The end of final exams does NOT mean that the assignment is over.

Other examples of types of work that may be required (*NOTE: This list of examples is not meant to be exhaustive. It merely contains examples of some types of work that might be required of undergraduate teaching assistants.*):

- TA/graders may be expected to grade homework assignments and exams, and to keep records of their students' attendance at discussion sections and grades. Must be kept confidential.
- TAs may be called upon to post notices of changes in the class meeting time and/or place
- TAs may be expected to create spreadsheets for purposes specified by the faculty supervisor
- Students may be asked to assist in the creation and maintenance of course web sites