



COLLEGE OF ARTS AND SCIENCES

Undergraduate Teaching Assistant Duties Agreement Form

To be completed by the Faculty Supervisor and reviewed with the UTA

Department of _____ Fall/Spring 20__

Course#: _____ Course Title: _____

Instructor Name: _____ UTA Name: _____

Location: _____ Day/Time: _____

NOTE TO FACULTY SUPERVISOR: Check required duties and fill in information below as it pertains to the TA assigned to this course. Meet with the TA at the beginning of the appointment to review these duties and discuss your performance expectations in relation to them.

- Attend all lectures
Hold _____ office hours weekly (provide range of hours)
Hold _____ hours of formal help sessions per week
Attend weekly or as scheduled meetings with faculty supervisor or laboratory coordinator
Supervise students in the assigned laboratory section _____ hours per week
Make copies or prepare printing orders of coursework
Grade quizzes and/or examinations (indicate either hours or number of quizzes/exams):
_____ hours average per week OR _____ tests per course section during the semester
Grade homework and/or lab assignments (indicate either hours or number of homeworks/labs):
_____ hours average per week OR _____ assignments per course section during the semester
Enter _____ exam/paper/assignment grades on a spreadsheet per student.
Proctor _____ examinations.
Arrange/attend _____ lab/field trip sessions (circle and provide details)
Keep records of students in TA's office hours and help section(s) (e.g., attendance)
Perform other tasks as specified (please list below or attach separate piece of paper)
Work will be conducted for a total stipend of \$_____
Work will be conducted for _____ course credits

These job duties/expectations have been reviewed and discussed with the TA assigned to this course at the beginning of the appointment.

Instructor Signature/Date

TA Signature/Date

Department Chair Signature/Date

Dean Signature/Date

The student and faculty should each retain a signed copy of this agreement. A third copy should be sent to the Department Chair for Department records.