

TA Effort Allocation - Best practice guidelines

Note: These are “target” suggestions for a 20 hours/week TA teaching discussion sections; allocations will be different for stand-alone sections or different allocations. The goal of this best practices guide is to encourage course supervisors and TAs to discuss time-management and allocation strategies.

TAs teaching new courses may need more time to become familiar with the materials. The department tries to assign TAs the same class more than once so that they can reduce preparation time.

Name of teaching assistant:	
Name of course supervisor:	
Number and title of course:	
Term and year:	
Hours per week of appointment:	

Approximate percentage of appointment dedicated to: % and hours are per week estimates distributed across the semester	Percentage (%)	hours
Leading discussion sections	15%	3
Attending lectures	10%	2
Reading textbook and other course materials	15%	3
Drop-in hours and email communications with students Update all students weekly via multiple channels; limit what you discuss individually over email; encourage drop-in hour attendance	15%	3
Reading and grading written assignments Bank this time to use when assignments come in	10%	2
Discussion prep meeting with instructor (one meeting per week)	5%	1
Preparing assignments, in-class activities, discussions and lectures Consult with supervisor; develop a set of small group discussion formats, games and other activities to use throughout the semester. Limit lecturing; use weekly email updates or posts to repeat instructions and address general question; focus on designing directed in-class activities	20%	4
Grading exams Bank this time; may vary depending on type and number of exams	10%	2
Other:		
Other:		
Total (must be 100%)	100%	20

<i>Syllabus submitted for approval by supervisor on time:</i>	<i>yes</i>	<i>no</i>
<i>TA and supervisor discussed course policies and grading</i>	<i>yes</i>	<i>no</i>
TA and supervisor discussed and filled out this form	Signed	Date
<i>TA name:</i>		
<i>Course supervisor name:</i>		

TAs teaching in Comm Studies for the first time: your supervisor will conduct a preliminary assessment of your teaching within the first eight weeks of the semester.