**TA Workload – Supplementary Questions**

**Responsibilities & Time Commitments**

1. What specific tasks are TAs responsible for in this course?
2. What are the expectations for TA office hours?
   * Virtual, In Person, Standing Time, By Appointment?

**Grading & Assessment**

1. Will TAs be involved in creating or administering exams and assignments? If so, what are the expectations for TA involvement?
   * Printing/preparing paper exams or assignment materials (copier code? funding string for print center?)
   * Who handles questions during the exams?
2. What role will TAs play in grading:
   * Assignments and/or Discussions
   * Papers and/or longer writing assignments?
   * Quizzes and/or Exams?
3. Where are grading expectations (rubrics, exam keys, etc.) located, or how will TAs obtain that information?
4. What is the expected turnaround time for grading:
   * Assignments/Discussions?
   * Papers and/or longer writing assignments?
   * Quizzes and/or Exams?
5. What type of feedback should TAs provide to students:
   * Assignments/Discussions?
   * Papers and/or longer writing assignments?
   * Quizzes and/or Exams?

**Communication**

1. What’s the preferred method of communication between the instructor and the TA(s) (email, phone, meeting, etc.)?
2. What is the expectation for student/TA communication? If TAs are responsible for student communication, what is your expected response length? (e.g., responding within 48 hours to emails)

**Classroom Management & Student Interaction**

1. How should TAs handle suspected or known academic integrity issues?
2. How are extensions or other special requests handled?
3. How are McBurney accommodations handled?
   * Alternative Testing?
   * Flexibility Accommodations?
   * Other classroom Accommodations?
4. Are the specific steps TAs should take to support students who are struggling?

**Professional Development & Final Logistics**

1. Are there opportunities for TAs to develop their teaching skills during this role?
2. What is the protocol if a TA needs to miss a session or if there are changes to the schedule?
3. Is there anything specific you’d like TAs to know about working with you or the students in this course?
4. Are there any accommodation needs, conference travel, major deadlines, or other circumstances that the TA would like to share with the instructor?