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**Coronavirus (COVID 19) UPDATES**  
**Return to Campus**

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## **Hierarchy of responsibility**

TA must always defer to the faculty member or other individual in charge of the course or labs.

All change of grade forms are co-signed by TA and person in charge.

Late withdrawal must be co-signed.

If in doubt, check with supervisor or graduate director.

## **You are a student too**

Pursuit of your degree is your TOP priority.

Invest time in your students, but invest more in your own research and classes.

Limit yourself to 20 hours weekly on TA tasks if you are appointed at .50 FTE/20 hrs per week.

hours.



Take time to ensure that the course organization and requirements are clear to students. This way you will have enough time to correct any problems that may occur. Your syllabus must be compatible with those of others teaching the same course.

In addition to understanding the laboratory experiments assigned to you and making the appropriate preparations, you should organize your presentations or lectures so that they will be effective. Provide students with an opportunity to get clarification on points covered in the lecture. Students will know when you are ill prepared for the material you are to cover in a given lab. Save yourself the embarrassment and NEVER go to class under prepared.



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Take initiative. Remember you are building your own teaching portfolio. Remember to clear everything with the instructor of record.





**Lecture TAs are assigned to help professors who teach large-enrollment lecture courses. The specific duties the Lecture TA should expect to perform include, but are not limited to the following.**











**What if I have problems with my duties or lab equipment?**





From the CITL Website available at











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