

# Math Department Teaching Assistant (TA) Job Description 2009-2010

## Teaching load will generally be one of the following:

- Four recitation sections accompanying one or more large lecture classes.
- Two recitation sections accompanying one large lecture class and four Math Help Room hours per week.
- Six recitation sessions for web-based math courses and two Computer Lab hours per week.
- Three recitation sections for web-based math courses and six Computer Lab hours per week.
- One smaller class (stand-alone class) which may involve cooperation with other instructors of the same course.
- Grading assistance for other instructors and/or holding Math Help Room office hours.

## For TAs teaching stand-alone courses:

- Design or modify a syllabus. Turn a copy in to the Math Office.
- Provide lectures and classroom activities for the course.
- Administer exams for the course. Find out if there is a common exam for the course. If not, design own exam. If so, participate in the preparation of the common exam if so requested by course supervisor.
- Provide grades for the students in the class. Includes determining a grading scheme, grading all necessary work, and reporting grades at midterm and at the end of the semester, possibly in cooperation with other instructors of the same course.
- Hold four (4) hours of office hours each week. During these hours students can come for one-on-one help with course material.
- Give night exams as scheduled.
- Conduct two teaching evaluations per semester (one mid-semester and one at end of semester).

## For TAs leading recitations for a large lecture course:

- Meet each recitation section once a week in a classroom. In class the TA will work problems at the board or on an overhead projector, answer questions, collect homework, administer quizzes, and perform other duties as directed by the course instructor.
- Meet face-to-face with the instructor of the course regularly to discuss their duties.
- Meet any other expectations (within reason) of the instructor.
- Proctor all night exams for the sections they are assigned.
- Hold a minimum of four office hours per week.
- Grade homework and quizzes (within reason), and exams as directed by the course instructor.
- Conduct two teaching evaluations per semester (one mid-semester and one at semester end).

## For TAs leading recitations for a web course:

- Meet each recitation section once a week in a classroom. In class the TA will answer questions, demonstrate software, and perform other duties as directed by the course instructor.
- Meet face-to-face with the instructor of the course regularly to discuss their duties.
- Grade projects that are not computer graded.
- Meet any other expectations (within reason) of the instructor.
- Hold a minimum of four office hours per week. More hours may be required for web-based courses. During these hours students can come for one-on-one help with course material.
- Conduct two teaching evaluations per semester (one mid-semester and one at semester end).

## For TAs assigned to grading duties:

- Meet face-to-face with the instructor of the course at least once and as needed thereafter to discuss their duties.
- Keep track of the hours spent grading, not to exceed 20 hours per week.
- Finish all grading promptly.
- Proctor exams as needed, including night exams as assigned by the Associate Chair.

## For TAs assigned to the Help Room:

- Work assigned hours each week in the Help Room.
- Sign in and sign out.
- Proctor exams and final exams as needed, including night exams as assigned by the Associate Chair.

## All Math Department TA's:

### Scheduling/Course Priorities:

- The priority order for scheduling courses, audits, and seminars each semester follows:
  1. Course Registration (12 credits maximum)
  2. Required English Courses for international students
  3. TA Assignment
  4. Course Audits (counts as 1 credit on courseload)
  5. Research Seminars

### Other Teaching:

- TAs are expected to be prompt. TAs should not adjourn a class more than 5 minutes early. They are expected to be present and teaching the full 50 minutes of the class or recitation.
- TAs are responsible for following Disability Resource policies and guidelines to meet student accommodations.

### Absences:

- TAs are **not** entitled to sick leave or vacation time due to the fact that they are not expected to be available on holidays or breaks. **TAs are expected to be present during the dates listed on the Letter of Intent** with the following exceptions: Labor Day, Thanksgiving Break, Winter Holiday Break, Martin Luther King Jr. Day, and Spring Break. TAs are expected to complete all grading and any other responsibilities **before** leaving for break. When leaving Ames, please complete the Travel Authorization form and indicate contact information.
- If a TA can not make it to a recitation or class due to serious illness or emergency, he or she must notify the Math Department office staff **immediately** (send email to [staff@math.iastate.edu](mailto:staff@math.iastate.edu) or phone 294-1752), and, if possible, arrange for a replacement. If a TA can not teach a recitation or class due to attending a professional conference or emergency, he or she must obtain authorization at least one week in advance by filing a travel authorization with the Math Department office staff and must also find a replacement for the time they will be gone. This needs to be a currently-employed graduate teaching assistant or Math faculty member. The graduate student teaching coordinator can assist in this, but it is ultimately the TA's responsibility. Do not cancel a class or an office hour **without first obtaining approval from** the Math Department office. If a TA has an excessive number of absences, they may not have their appointment renewed. If a student needs to change office hours, phone 294-1752 or send email to [staff@math.iastate.edu](mailto:staff@math.iastate.edu) and tell them which hour(s) were cancelled and when they are rescheduled.
- If a student has a predetermined absence that they cannot avoid, they need to complete the Travel Authorization Form and receive approval from Elgin Johnston. The information then needs given to the Graduate Teaching Coordinator and the supervising teaching faculty (recitations), office staff (help room hours), and lab coordinator (lab hours).
- Missing work for personal reasons may result in loss of pay.
- Students may be asked to make up missed work hours later in the semester.

I have read the above expectations and will meet them.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_