

Title: TA Coordinator

One for each introductory course with multiple labs/recitations

Supervision: TA coordinators will be supervised by the instructor in charge of the course, the DGS and CGS.

Coordinators are encouraged to seek guidance as needed.

Semesterly meetings with the CGS will be scheduled to ‘debrief’ the semester successes and challenges.

Appointment

Date: Target dates for TA coordinator appointments will be April 15 for Fall Semester, November 15 for Spring Semester. These dates are targets only and are chosen to allow coordinators time to prepare for the following semester needs (E.g. orientation preparation, initial supply ordering, etc.)

Selection

Method: The department will ask for TA Coordinator volunteers. TA Coordinators will be selected from the pool of volunteers by the DGS and CGS with input from the Department Chairperson.

Qualification: TA coordinators should be:

- A ‘senior’ graduate student with TA experience.
- Leadership oriented
- Well organized
- Committed to improving the teaching of EAR courses
- TAs with a full year appointment are preferred

Responsibilities:

Keep in mind that the Professor for each course is in charge of all aspects of the course; lecture, lab/recitation, materials, field trips. The TA Coordinator may be asked to help with organization of many of these things, but the Professor should be heavily involved. If they are not, the TA Coordinator should make the Department Chair aware of this

- Coordinator duties include, but are not limited to:
 - Managing materials for labs/recitations
 - Inventory of materials at the beginning of the semester, order more if necessary
 - Setting up materials before/cleaning up materials after weekly labs/recitations.
 - Insuring that all materials used are properly stored and ready for the next class at the end of the semester.
 - Helping Professors ensure consistency between lecture and labs/recitations.

- Quality control of lab/recitation teaching
 - Ensuring consistency of teaching and grading between TAs
 - All grading will be done on blackboard (New 12/10)
 - Mentoring new TAs
 - In order to help new TA's get adjusted to teaching and the responsibilities that go along with it, as well as maintaining consistency in the course, we ask that the TA coordinator evaluate all TAs in their course.
 - The TA coordinator is asked to observe one of the first three sessions of ALL TAs using the attached evaluation forms (bubble sheet and narrative forms) as an assessment tool.
 - The TA coordinator will review the two applicable assessment tools (appropriate bubblesheet and narrative form) with the TA, providing feedback/advice to all TAs in the group. The TA coordinator and TA will sign the narrative evaluation form signifying that they discussed it.
 - The TA coordinator will hand in the TA evaluation forms to the Coordinator of Graduate Studies for filing in the student's folder by October 1 for the fall semester or March 1 for the spring semester.
 - These evaluations may prove extremely useful for all TA's especially new TAs who have not taught this course before, but also provide useful management training for TA coordinators. As such, the objective of this exercise is to improve the quality of teaching and also the sense of teamwork that goes into teaching these large classes.
- Coordinating exam proctoring (with the instructor/Professor)
- Identifying and modifying lab/recitation exercises that need improvement
- Helping the instructor coordinate/organize field trips as necessary
- Remind TAs to encourage their students to complete the online course evaluations at the end of the semester
- Coordinating substitute TAs for illness/absence as necessary (have a strategy for this before this is necessary)
- Ensuring communication between Professor and TAs
- Helping to organize and participating in, including teaching the yearly departmental TA orientation

In exchange for taking on more of the leadership duties for a course, the TA Coordinator will be assigned a lighter teaching load, as possible.