

Responsibilities of Grad Teaching Assistants, Undergrad Teaching Assistants and Graders

Some classes will be assigned graduate TAs only. Depending on class registration and the availability of graduate TAs, some classes will also be assigned either undergraduate TAs and/or graders. Below is a brief summary of the responsibilities of each of these types of assistants. *Please see the notes on graduate teaching assistants for more information regarding what a graduate TA is expected to do and what a graduate TA is NOT expected to do.*

Grad TA:

- Hold recitation sections (up to 2 per week). Recitations are typically 50 minutes.
- Hold office hours (up to 2 hours per week)..
- During exam periods, hold a review session or extra office hours.
- Grade homework assignments, papers, quizzes and exams. Faculty may give TAs a deadline for completing the grading so that it is done in a timely fashion.
- Copy course materials and post course related material on the Courseworks website.
- Attend class (may be relaxed if the TA has been the TA for the class previously)
- The “official” time commitment of a graduate TA is 15 hours per week.

Undergrad TA: An undergraduate TA is approximately a ½ -time TA.

- Hold one recitation section per week (may be increased to 2 if grading responsibilities are reduced)
- Hold one office hour per week.
- Do not hold extra sessions during exam periods.
- Grade homework assignments but NOT exams. Quizzes are up to faculty discretion. Note that they are not expected to grade all of the homeworks. Homework grading should be shared between all of the assistants.
- You should ask the undergrad TAs to attend your class.
- Undergrad TAs are paid only \$1800 per semester (the same rate as the grader positions).

Grader Position: The role of the grader is to **assist** your TAs with the grading responsibilities – homeworks, papers and exams- and **not** to do all of the grading. Because undergraduate TAs cannot grade exams, graders often take a lead role in grading exams (but still with the assistance of the graduate TAs). They can also assist with the grading homework assignments. A grader is also paid 1800 per semester. If one of the graduate TAs takes a grading position for the same course that he/she is a TA then it is expected that that TA will do twice the grading of the other graduate TAs.