Responsibilities of PhD, MA and UG Teaching Assistants and Graders

Some classes will be assigned a variety of different assistants. Below is a brief summary of the responsibilities of each of these types of assistants. ***Please see the TA dos and donts for more complete guidelines of what you can and cannot ask your TA to do.***

PhD TA Requirements:

- Aid in the preparation of course materials
- Attend all lectures
- Hold one or (in the exceptional case) two recitation sections per week
- Hold office hours of two hours each week
- Grade Assignments and Exams*
- Expected Workload = 15 hours per week

*Exam grading is only for UG or MA courses

MA TA Requirements:

- Aid in the preparation of course materials
- Attend all lectures
- Hold one recitation section per week
- Hold one office hour per week
- Grade Assignments and Exams
- Expected Workload = 15 hours per week

UG TA Requirements:

- Attend all lectures
- Hold one recitation section per week
- Hold one office hour per week
- Grade Assignments but not exams
- Expected workload is about 40 – 50% of a graduate student TA

Graders

- **Assist** your TAs with the grading assignments and exams but **not** to do all of the grading*
- Often take a lead role in grading exams (as replacements for the UG TAs)

*In MA classes graders actually do all of the grading for the TAs.

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.