**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\*
* Proctor 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

* Proctor 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

* Generally, do not proctor exams
* Expected workload = 6 – 7 hours per week (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.