

Duties Specification Agreement

PURPOSE This document is intended to support and facilitate clear communication and expectations regarding TA responsibilities between the TA and instructor of record. Please feel free to reach out with any questions or comments to zoe.morris@uga.edu.

Graduate Student Name

Course Title/CRN#

Work Start Date

Number of Hours Per Week

Work End Date

Number of Work Weeks

Supervisor Name

Total Number of Work Hours

WEEKLY DUTIES

PREPARATION (hours/week)

Presence at designated lectures

	hours	x _____	weeks		total
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Reviewing course material/content and relevant related material

	hours	x _____	weeks		total
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Preparation of material or set up for classes, recitations, or laboratories (e.g., making copies, posting assignments, inputting information into e-learning platform, etc.)

	hours	x _____	weeks		total
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Meeting with course supervisor (or department-wide GTA meetings)

	hours	x _____	weeks		total
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TEACHING DUTIES (hours/week)

In-class instruction (e.g., teaching a course, facilitating recitations or laboratories)

	hours	x _____	weeks		total
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Office Hours

	hours	x _____	weeks		total
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Reading electronic communication from students and corresponding with students (e.g., email, discussion forums, etc.)

	hours	x _____	weeks		total
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NON-WEEKLY DUTIES

GRADING RESPONSIBILITIES

For grading responsibilities, consider the estimated number of students, and the estimated time to grade each item, i.e., essay, report, assignment, exam, test, or quiz.

Quizzes/Tests (e.g., 10 students x 0.25 hours x 3 quizzes = 7.5 hours)

estimated number of students	x estimated time to grade each submission	x number of quizzes/tests	total
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Midterm and Final Exams

estimated number of students	x estimated time to grade each submission	x number of exams	total
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Essays/Reports

estimated number of students	x estimated time to grade each submission	x number of essays/reports	total
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Assignments

estimated number of students	x estimated time to grade each submission	x number of assignments	total
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ADDITIONAL RESPONSIBILITIES

Proctoring exams (including set-up and clean-up)

hours	x number of exams	total
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Other responsibilities as set by the course supervisor

Description of Duty	hours
Description of Duty	hours

TOTAL HOURS

We acknowledge that the TA has fulfilled all of the components of TA policy.

Signature of Graduate Student:

Signature of Course Supervisor:
