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

Reviewing course material/content and relevant related material

hours x_____ weeks total

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

Meeting with course supervisor (or department-wide GTA meetings)

hours x_____ weeks total

TEACHING DUTIES (hours/week)

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

hours x_____ weeks total

Office Hours

hours x_____ weeks total

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)

<table>
<thead>
<tr>
<th>estimated number of students</th>
<th>x estimated time to grade each submission</th>
<th>x number of quizzes/tests</th>
<th>total</th>
</tr>
</thead>
</table>

Midterm and Final Exams

<table>
<thead>
<tr>
<th>estimated number of students</th>
<th>x estimated time to grade each submission</th>
<th>x number of exams</th>
<th>total</th>
</tr>
</thead>
</table>

Essays/Reports

<table>
<thead>
<tr>
<th>estimated number of students</th>
<th>x estimated time to grade each submission</th>
<th>x number of essays/reports</th>
<th>total</th>
</tr>
</thead>
</table>

Assignments

<table>
<thead>
<tr>
<th>estimated number of students</th>
<th>x estimated time to grade each submission</th>
<th>x number of assignments</th>
<th>total</th>
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ADDITIONAL RESPONSIBILITIES

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

<table>
<thead>
<tr>
<th>hours</th>
<th>x number of exams</th>
<th>total</th>
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Other responsibilities as set by the course supervisor

<table>
<thead>
<tr>
<th>Description of Duty</th>
<th>hours</th>
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<table>
<thead>
<tr>
<th>Description of Duty</th>
<th>hours</th>
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TOTAL HOURS

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

Signature of Graduate Student:

__________________________

Signature of Course Supervisor:

__________________________

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