



This resource is intended to provide you with some helpful tips as you get started as a TA. Be sure to also talk with your TA Supervisor about your work, and the expectations they have of you!

### COMMUNICATION

Establishing and maintaining lines of communication with your students and your supervisor is essential to your success as a TA. The following guidelines are considered best practices for instruction related communication at UGA.

#### UGA EMAIL

Use only UGA or eLC email when communicating with your students or with your supervisor about course-related issues. This will both ensure you are following [FERPA](#) and UGA's privacy policies, and protect you in the (unlikely, but possible) event you are required to provide communication records.

#### WRITTEN COMMUNICATION

Model and encourage your students to show respect in written communication.

- Use preferred names and complete sentences.
- Avoid slang and text abbreviations (shows respect and avoids miscommunications).
- Keep it brief (shows respect for everyone's time).

You may also find it helpful to set some boundaries on student expectations. *Be sure to discuss the following with your TA supervisor before communicating your plans to students.*

#### EMAIL REPLIES

Set and maintain expectations for replies. For example, you might tell your students something like one of the following:

- "You can expect that I will respond to all emails within 24 hours during the week and 48 hours on the weekend." [adjust actual time to fit your preference]
- "As part of my attempt to maintain balance, I will only respond to emails between 8:00 a.m. and 5:00 p.m." [or whatever hours you set].

#### GRADING QUESTIONS

Set and maintain expectations for discussing grades. For example:

- "Grades will only be discussed in person during office hours or by appointment."
- "Please wait 24 hours after received a grade before asking to discuss your grade with me."

## CLASS SCHEDULE & LOCATION

- You can look your class schedule and location up online using [Athena](#).
- You can also look up the location of any [UGA building](#).
- [Parking permit information and bus schedules](#) are also available.
- You can access a live bus tracker within [the UGA app](#).
- If you have another class the period immediately before or after, you might need to leave a class (either the one you are taking or the one you are assisting in) a bit early or arrive a bit late to make your schedule work; make sure your professors and your TA supervisor know and agree to your plan.

## CLASSROOMS

The teaching environment can exert a strong influence on both your teaching and your students' learning. Take some time to visit your classroom before the first day of class, to help you know what to expect. For example:

- Can you arrange seating to facilitate effective discussions?
- What kind of maps, charts, displays, posters, and supplies will you need?
- What are your technology needs (e.g., laptop, projector, other audiovisual equipment)?
- Have you received training on your learning management system or equipment you'll need for your course?
- How accessible is your classroom for students with disabilities or for yourself?
- Have you coordinated your needs with other teachers who will be using the classroom?

## E-LEARNING COMMONS (ELC)

eLC is UGA's Learning Management System. As a TA you may be asked to help set up and manage content, assignments, and/or quizzes in your course, create announcements for students, and/or post announcements for students.

Here are some links to help you with eLC:

- **Login:** <https://elc.uga.edu>
- **eLC Help Pages:** <https://help.elc.uga.edu/>
- **One-on-one eLC Support:** [https://help.elc.uga.edu/need\\_more\\_help/](https://help.elc.uga.edu/need_more_help/)
- **Creating Announcements:**  
[https://help.elc.uga.edu/engaging\\_students/announcements/](https://help.elc.uga.edu/engaging_students/announcements/)
- **Assignments & Quizzes:** <https://help.elc.uga.edu/assessments/>
- **Creating Content:** [https://help.elc.uga.edu/creating\\_content/](https://help.elc.uga.edu/creating_content/)