**Types of Teaching Assistants (may be graduate or exceptional seniors/juniors):**

- **TA I** - Teaching recitations, discussions, and lab sessions – This classification covers TAs who are leading recitation sessions, labs, and in-depth problem-solving/discussion sessions.
- **TA II** – Teaching Assistant/Instructors – This category applies to TAs who are the registered instructors for courses (recommended and/or approved by the Dean and Chairperson over the respective department).

**General Responsibilities of TAs**

- Assisting course instructor with class preparation and course materials (e.g., setting up A/V equipment or lab specimens, maintaining course materials, photocopying)
- Assisting students in help rooms or review sessions outside of class time
- Leading discussion sections or labs
- Assisting course instructor with grading (e.g., homework, quizzes, lab reports)
- Establish, post and maintain office hours
- TA II are also responsible for entire class and are to coordinate syllabus, teaching, grading with Chair

**Eligibility, Selection and Training**

- **Recruitment Criteria** – Prospective TAs will be identified by Chair and asked to apply by completion of a TA application (non-STEM majors) for consideration. Eligible instructors consist of adjuncts, graduate students, and/or talented senior or junior undergraduate students. In accordance with College Work Study guidelines, at minimum:
  - i. Graduate students should have and maintain a 3.0 overall g.p.a. and should be registered and taking at least 6 credit hours (full time). *Although preference is given to graduate students, in the exceptional instance where undergraduate students are recommended by the Chairperson to be hired as teaching assistants, qualified candidates should have 30 earned credits, and a minimum of a 3.2 g.p.a.*
  - ii. TAs may be authorized to work up to 20 hrs/wk during academic year; up to 35 hrs/wk during the summer (depending on available funding and course need)
  - iii. International students with F-1 visas must be enrolled full-time, and may work up to 20 hrs during the academic year, and/or full-time during breaks and summer (with prior clearance from the OISS)
• *Selection* – TAs are selected based on course need, academic preparedness, interview performance.

• *Training* – TAs will be provided with information about resources and support systems to assist them in fulfilling their roles, such as:
  
  i. Supervising faculty member contact information and scheduled mentor review times with supervisor
  
  ii. Expectations regarding grading, including:
      1. Proper record keeping of students' grades
      2. Returning papers in a timely fashion
      3. Confidentiality of student records
  
  iii. University policies about confidentiality in grading practices, appropriate TA-student relations, class attendance, addressing plagiarism, reporting behavior issues, and emergency contact protocols.
  
  iv. Compliance with syllabus.
  
  v. The URLs for academic or personal help resources on campus.
  
  vi. Opportunities to attend professional development courses, such as TA summit, and other instructor training programs.
  
  vii. Introduction to available teaching aids and technology, such as Blackboard.

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**Supervision & Mentoring, Evaluation & Compensation**

• A faculty member responsible for the assigning of grades in a course also has the ultimate responsibility for the performance of TAs serving in that course. Issues such as the workload, evaluation and compensation are predetermined by the respective department heads and/or Dean’s Council and are to be discussed with the TA prior to hire. However, at minimum, TAs will be evaluated at the end of each semester during which he or she is a TA.
Tips for TAs

- Communicate often and consistently with course faculty mentor.
- Be sure that your schedule works for you - not against you. Maintaining your academic standing is a priority and should be a serious consideration when determining your ability to be a TA any given semester.
- Come prepared to class, as well as your recitation or discussion session. Spend time preparing prior to your sessions.
- Manage your classrooms well. Be attentive to the members of your class or group. Try to keep participants engaged in conversation on the subject matter as much as possible and encourage them to ask questions for clarification.
Recommended reading for new (and old!) Teaching Assistants
(thankfully, all of these resources can be easily downloaded online):

- Best Practices in Classroom Management - Christopher Dunbar, Michigan State Univ. (Author)
  https://www.msu.edu/~dunbarc/dunbar3.pdf
- Classroom Management: Supportive Strategies - Patricia Kyle, Ph.D. and Larry Rogien, Ph.D. (co-Authors)
  http://www.nasponline.org/educators/HCHSII_SupportiveStrategies.pdf
- How Do I Motivate My Students - Mekiva Callahan (Author)
  http://www.tlpd.ttu.edu/teach/TLTC%20Teaching%20Resources/MotivateStudents.asp
- [Excerpt] Time Management for Teachers (found on Utah Students At Risk Online Staff Development Site)
Day-to-day General Housekeeping...

Classroom Etiquette

Timeliness

Be on time. If you will be late, or unable to report at your agreed upon time, contact your supervisor as soon as it becomes apparent that this is the case.

Attitude/Demeanor

A professional and pleasant attitude and demeanor is appropriate for working with the public.

Addressing Students and their Questions

When addressing students, speak clearly, beginning with “Good morning” or some other form of greeting.

Always try to address student questions accurately and completely. If you can't answer a question, politely ask the student to allow you to check into the answer before responding at a future date and time. Don’t forget to follow-up!

Dress Code

Relaxed business casual (including dark jeans only, no low-cut or “revealing” clothing) is appropriate.

No tolerance rules

DSU’s no-tolerance rules apply: No smoking in any of the office settings/buildings. Drugs and alcohol are not allowed on the campus under any circumstances. No fighting is tolerated, nor is any antagonistic, discriminatory or inflammatory/offensive language permitted. For more details, refer to your hire documentation and undergraduate catalog: http://www.desu.edu/sites/default/files/u643/DSU6-05StudentConduct%20Standards%20and%20Policies%28approved%29%20-%20Revised%204%20%2016%20%2014.pdf

Confidentiality

As a teaching assistant, from time-to-time you will come in contact with information of a highly-sensitive nature. The highest confidentiality should be kept. No information pertaining to faculty, students, staff personal situation (ID #s, SS #s) is to be divulged to others outside of the Office. Violation of this rule will result in immediate termination.
Timesheets, Time & Effort and Compensation

Timesheets and Time & Effort Forms

Timesheets are due at the times specified on the form, or you risk delays in receiving payment. Use dept code ____________ on your timesheets and complete them thoroughly. In most cases, student workers receive hourly wages (the supervisor will stipulate if you will receive a stipend) so timesheets should reflect the correct form of payment.

All timesheets must be submitted in a timely fashion to be considered official. No modifications to the timesheet are to be made after supervisor’s signature. Prior to submission to the Payroll Department, two (2) copies should be made: one to be kept on record in the Office of the Dean; the other copy is for your records.

Additionally, Time and Effort reports are due to the Activity Director’s office on the _10th__ of every month. Use the journal/planners that have been provided to you by the program in order to detail your month’s activities. This information is used in reporting to the funding agency and is required.

Direct Deposit option

You may request Direct Deposit set-up for your wages by going to the HR dept (2nd floor, Administration Bldg), filling out the appropriate form and providing a cancelled ck for routing information.

Keeping your paycheck records straight

Any changes to your tax withholdings, marital status, address, check routing information should be processed immediately by completing the appropriate form (W-4, or I-9) with the Payroll department. Forms are available at the HR department.

Inform the Activities Director (extension 6502) immediately if you encounter problems with your paycheck. Alternatively, you may contact the Payroll dept at (302) 857-7425 or by going to the Payroll window, 3rd floor, Administration Bldg.

Last updated 8/25/15

vdn
Acknowledgement

I acknowledge that I have both read and understood the position profile and responsibilities that have been explained to me as a condition of working for the Title III REEMS Program or other Teaching Assistant funding program within the CMNST.

☐ Fall Semester _______  ☐ Spring Semester _______

☐ Other (Specify term, i.e., summer I, or effective dates):

_______________________________

Signatures:

______________________________________________  _________________________
Student Signature (Signature deemed consent)  Date

___________________________________________  ________________________
Supervisor Signature       Date

___________________________________________  ________________________
Activities Director Signature      Date

Student name (Please print): __________________________________________________________
DSU ID#:  ______________________________
Dept Coding:  ____________________

Return this signed form to:

Attn: Ms. Vanessa Nesbit
CMNST Teaching Assistants Program
Office of the Dean, CMNST
Delaware State University
Wm C Jason Library, Rm 614
1200 N. DuPont Highway
Dover, Delaware 19901-2277

C: Student
CMNST Faculty Rating Form for Graduate Teaching Assistants

Student name (Please print): __________________________________________
DSU ID#: ______________________________
Dept Coding: ________________

I, ____________________________________________ (print name), as a Teaching Assistant, am committed to fulfill the following responsibilities of the program:

- Assisting course instructor with class preparation and course materials (e.g., setting up A/V equipment or lab specimens, maintaining course materials, photocopying)
- Assisting students in help rooms or review sessions outside of class time
- Leading discussion sections or labs
- Assisting course instructor with grading (e.g., homework, quizzes, lab reports)
- Assisting in the collection of the program’s evaluation data
- Establishing, posting, and maintaining office hours
- Attending training sessions
- Completing all administrative procedures and paperwork in a timely fashion

I, ______________________________________________ (print name), as a Supervising Faculty, am committed to fulfill the following responsibilities of the program:

- Provide clear expectations in the responsibilities to Teaching Assistants aligned with the CMNST Teaching Assistant Program
- Provide guidance to Teaching Assistant
- Support all efforts of the program including requiring undergraduate students to attend all sessions of the program in the course
- Complete all administrative procedures and paperwork in a timely fashion
- Assist in the collection of the program’s evaluation
- Establish, post, and maintain office hours

I acknowledge that I have both read and understood the position profile and responsibilities that have been explained to me as a condition of my employment with the Title III REEM Program in the CMNST. Failure to fulfill my responsibilities could result in a termination of my support and/or participation in the program.

☐ Fall Semester ________ ☐ Spring Semester ________
☐ Other (Specify term, i.e., summer I, or effective dates): ________________________________

Signatures:

_________________________ / Date
Student Signature (Signature deemed consent) / Date

_________________________ / Date
Supervisor Signature / Date

_________________________ / Date
Activities Director Signature / Date

Return this signed form to:
Attn: Ms. Vanessa D. Nesbit
CMNST Teaching Assistants Program
Office of the Dean, CMNST
Delaware State University
Wm C Jason Library, Rm 614
1200 N. DuPont Highway
Dover, Delaware 19901-2277