UNDERGRADUATE TEACHING ASSISTANTS
ROLES AND RESPONSIBILITIES
Fall Semester 2013

1. Responsibilities:

By accepting a Teaching Assistant position, you are agreeing to:
• participate in the entire TA training program held August 27-30, 2013
• attend all lectures
• proctor and grade exams
• attend all required TA meetings
• come prepared, organized and on time to your sections
• grade and return homework in a timely manner
• be available to meet with students during stated office hours (minimum of 2 hours per week)
• perform other course-wide administrative tasks
• conduct yourself in an ethical, professional manner at all times

If you must miss a recitation due to an emergency, you are required to make arrangements for another T.A. to substitute for your section.

Failure to comply with these regulations may result in termination of your position.

2. Selection Process:

Submit a completed application form with one letter of recommendation by Friday, June 7, 2013. Undergraduate T.A.s are selected on the basis of commitment and reliability, mastery of subject matter, prior teaching experience, and the availability of teaching positions.

3. The Teaching Workshop:

A mandatory Teaching Workshop will be given August 27 – 30, 2013. This training program consists of presentations, workshops and microteaching to help prepare all chemistry teaching assistants for their teaching responsibilities.

4. Receiving the Fall Semester T.A. Assignment:

You will receive notification of your T.A. assignment sometime in early July. If you have not received this information by then, please e-mail Jennifer Weisman at jweisman@mit.edu.

5. Time Commitment:

Your teaching will, on the average, require approximately ten to fifteen hours per week. This will vary by the class and with each week.

I have read and agree to the terms of this appointment.

(Student Signature)