

UNDERGRADUATE TEACHING ASSISTANTS ROLES AND RESPONSIBILITIES

Fall 2021 & Spring 2021

1. Responsibilities:

By accepting a Teaching Assistant position, you are agreeing to:

- participate in the entire TA training program held August 30 – September 3, 2021
- 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 TA 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 **Tuesday, June 1, 2021**. These should be submitted electronically to jweisman@mit.edu Undergraduate TAs are selected on the basis of commitment and reliability, mastery of subject matter, prior teaching experience, and the availability of teaching positions.

3. TA Training:

A **mandatory** Teaching Training will be given August 30 – September 3, 2021. This training program consists of presentations, workshops and microteaching to help prepare all chemistry teaching assistants for their teaching responsibilities.

4. Receiving TA Assignments:

We anticipate that decisions about Undergraduate TAs for Fall 2021 will be available in July 2021 but this could change. If you are applying for a TA position for Spring 2022, please email Jennifer Weisman (jweisman@mit.edu) by November 19, 2021 to confirm that you are still interested in a Spring position. We anticipate that decisions for Undergraduate TAs for Spring 2022 will be available TAs in January 2022.

5. Time Commitment:

Your teaching will, on the average, require approximately ten to eighteen 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)