

**UNDERGRADUATE TEACHING ASSISTANTS  
ROLES AND RESPONSIBILITIES  
Fall 2026 & Spring 2027**

**1. Responsibilities:**

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

- participate in the entire training program held August 31st – September 4th
- attend all lectures
- proctor and grade exams
- attend all required teaching team 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 member of the teaching team 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, May 22nd**. These should be submitted electronically to [jweisman@mit.edu](mailto: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. Teaching Training:**

A **mandatory** Teaching Training will be given August 31st - September 4th. This training program consists of presentations, workshops and microteaching to help prepare all chemistry teaching assistants for their teaching responsibilities.

**4. Receiving Teaching Assignments:**

We anticipate that decisions about Undergraduate TAs for Fall 2026 will be available in early August but this could change. If you are applying for a TA position for Spring 2027, please email Jennifer Weisman ([jweisman@mit.edu](mailto:jweisman@mit.edu)) by November 1, 2026 to confirm that you are still interested in a Spring position. We anticipate that decisions for Undergraduate TAs for Spring 2027 will be available in January 2027.

**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.**

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(Student Signature)