

Basic Requirements for Teaching Assistants Department of Physics and Astronomy

This document lays out minimal expectations for teaching assistants. The professor(s) in charge of your course may modify them and/or set additional requirements. Failure to fulfill expectations may jeopardize your eligibility for future TA assignments.

- Dates:** You are expected to be on campus from the first day of the semester through the last day of exam period. Any deviations must be approved in advance by the course instructor(s). Do not make travel plans before getting your instructor's approval.
- Class Meetings:** If your assignment involves teaching (labs, recitations, lectures, review session) you are expected to arrive for every class session at least five minutes early. If you are going to be late or absent for any reason, it is your responsibility to arrange a substitute **and** to inform the department office. You are expected to be prepared. For labs, that means actually doing the entire lab yourself beforehand; for recitations it means doing the assigned homework and/or planning activities for the class.
In class, you are expected to be active and enthusiastic, engaging the students in questions and conversations. Simply demonstrating your own knowledge, or passively waiting for their questions, is not sufficient.
- Grading:** If your assignment includes grading, you are expected to:
Grade all materials carefully, consistently, fairly and promptly;
Return graded papers by the next class meeting;
Maintain up-to-date, accurate, well-organized, redundant records.
Grades should be posted online no later than two weeks after the work is handed in. You must keep your own grading records, separate from the online gradebook. At the end of the semester, you must have all grading complete and available to the instructor in the form and by the deadline s/he requires, and be available to answer questions that may arise.
- Office Hours:** If your assignment involves direct student contact, you are expected to hold regularly scheduled office hours at least one hour per week, and make sure your students know when and where they are.
- Academic Dishonesty:** If you suspect academic dishonesty on the part of a student or students, **do not confront the student(s)**. Make copies of any relevant documents and bring the issue to the attention of the course instructor.
- Social Relationships with Students:** Relationships of a romantic or sexual nature between TAs and students in their classes are forbidden by Tufts policy and could do great damage to your career. In general, social relationships of any kind with individual students in your classes are problematic, raising questions of fairness and favoritism, and should be avoided.
- Professionalism:** In all of your conduct, you are expected to set an example of responsible, ethical professional behavior. If in doubt, consult your instructor, advisor, or the department chair.