### Tips for TAs and Supervising Instructors

**Instructor Responsibilities**

**Establish expectations:**
- TA assignment (lab/recitation/grading/office hours etc.)
- Time commitment – e.g. dates of employment, attendance at lecture
- Check-in meetings
- Evaluate – e.g. observation, midterm student feedback

**Provide training:**
- Course syllabus
- Access to class lists
- Moodle, if appropriate
- Grading policies and assignment rubrics
- Grading practice and calibration, as needed
- Department resources – e.g. rooms, keys, copies, tech, etc.
- Relevant U of MN policies, especially [EOAA](#), [Disability Resources](#), [Student Code of Conduct](#)
- U of MN teaching resources

**Monitor and support:**
- Conduct check-in meetings and trainings as needed
- Observe TA conducting recitation/lab/discussion, if relevant
- Review student feedback regarding TA performance

**Evaluate and make next assignment:**
- Review [Student Rating of Teaching](#) results and other relevant data regarding performance
- Create development plan with TA

**Pre-Term**

**Post-Term**

### TA Responsibilities

**Clarify any questions regarding expectations:**
- TA assignment (lab/recitation/grading/office hours etc.)
- Time commitment – e.g. negotiating time off, attending lectures
- Check-in meetings
- Evaluation plan

**Participate in training:**
- Be clear about syllabus
- Review class lists; learn names if possible
- Sign off on Moodle proficiency if appropriate
- Be clear about grading policies
- Test out room and equipment
- Review online policy information, especially [EOAA](#), [Disability Resources](#), [Student Code of Conduct](#)
- Access resources for future use

**Perform duties and seek feedback:**
- Attend check-in meetings and trainings
- Discuss observation feedback if relevant
- Gather and review student feedback regarding performance

**Review and set new goals:**
- Review [Student Rating of Teaching](#) results and other relevant data regarding performance
- Create development plan with instructor

### Resources

- **Student Conflict Resolution Center**
  - www.sos.umn.edu
  - 612.626.0689, 254 Appleby Hall
  - Contact: Jan Morse

- **Office for Conflict Resolution**
  - www.ocr.umn.edu
  - 612.624.1030, 662 Heller Hall
  - Contact: Julie Showers

- **Graduate Assistant Employment Program**
  - www.humanresources.umn.edu/find-job/
    graduate-assistant-jobs
  - 612.624.7070, 545 West Bank Office Building
  - Contact: Susan Cable-Morrison

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*A resource of the Academic Civility Workgroup, 2016.*
## Tips for RAs and Research Supervisors

### Working Better Together

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<tr>
<th>Research Supervisor Responsibilities</th>
<th>RA Responsibilities</th>
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<td><strong>Establish expectations:</strong></td>
<td><strong>Clarify any questions regarding expectations:</strong></td>
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<tr>
<td>- Scope of project – e.g. timeline, role of RA</td>
<td>- Scope of the project and your role</td>
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<tr>
<td>- Hours of work, meeting schedule, and pay</td>
<td>- Personal funding support</td>
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<tr>
<td>- Lab notebook protocol – e.g. documentation, storage</td>
<td>- Content knowledge and skills</td>
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<tr>
<td>- Access to materials</td>
<td>- Other experts available for consultation</td>
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<tr>
<td>- Space – e.g. bench/lab space</td>
<td>- Use of space and materials</td>
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<tr>
<td><strong>Provide training:</strong></td>
<td><strong>Participate in trainings:</strong></td>
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<tr>
<td>- Safety procedures</td>
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<tr>
<td>- Engage RA with subgroup and other project members</td>
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<td>- Recent work in literature</td>
<td>- Review literature</td>
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<td>- Standard operating procedures</td>
<td>- Standard operating procedures – e.g. reviewing/writing</td>
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<tr>
<td><strong>Monitor and support:</strong></td>
<td><strong>Perform duties and seek feedback:</strong></td>
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<tr>
<td>- Subgroup meetings</td>
<td>- Attend meetings, coordinate with subgroup</td>
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<tr>
<td>- Check in on progress</td>
<td>- Maintain lab manual</td>
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<td>- Read and critique, collaborate as needed</td>
<td>- Provide timely and relevant drafts, data summaries</td>
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<td>- Intellectual property guidelines</td>
<td>- Ask for feedback</td>
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<tr>
<td><strong>Evaluate and review:</strong></td>
<td><strong>Review and set new goals:</strong></td>
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<tr>
<td>- Collect lab notebooks, materials, keys</td>
<td>- Leave clear standards of practice/report; directions to the person taking over the project</td>
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<td>- Manuscript, data sets</td>
<td>- Request reference letter</td>
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<tr>
<td>- Coordinate a clear departure</td>
<td></td>
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<td>- Reference letter</td>
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