



Tips for TAs and Supervising Instructors Working Better Together

	Instructor Responsibilities	TA Responsibilities
Pre-Term	<p>Establish expectations:</p> <ul style="list-style-type: none"> • 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 <p>Provide training:</p> <ul style="list-style-type: none"> • 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 	<p>Clarify any questions regarding expectations:</p> <ul style="list-style-type: none"> • TA assignment (lab/recitation/grading/office hours etc.) • Time commitment – e.g. negotiating time off, attending lectures • Check-in meetings • Evaluation plan <p>Participate in training:</p> <ul style="list-style-type: none"> • 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
Term	<p>Monitor and support:</p> <ul style="list-style-type: none"> • Conduct check-in meetings and trainings as needed • Observe TA conducting recitation/lab/discussion, if relevant • Review student feedback regarding TA performance 	<p>Perform duties and seek feedback:</p> <ul style="list-style-type: none"> • Attend check-in meetings and trainings • Discuss observation feedback if relevant • Gather and review student feedback regarding performance
Post-Term	<p>Evaluate and make next assignment:</p> <ul style="list-style-type: none"> • Review Student Rating of Teaching results and other relevant data regarding performance • Create development plan with TA 	<p>Review and set new goals:</p> <ul style="list-style-type: none"> • Review Student Rating of Teaching results and other relevant data regarding performance • Create development plan with instructor

Resources

A resource of the Academic Civility Workgroup, 2016.

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



www.wbt.umn.edu

Tips for RAs and Research Supervisors

Working Better Together

	Research Supervisor Responsibilities	RA Responsibilities
Pre-Project	<p>Establish expectations:</p> <ul style="list-style-type: none"> • Scope of project – e.g. timeline, role of RA • Hours of work, meeting schedule, and pay • Lab notebook protocol – e.g. documentation, storage • Access to materials • Space – e.g. bench/lab space <p>Provide training:</p> <ul style="list-style-type: none"> • Safety procedures • Engage RA with subgroup and other project members • Recent work in literature • Standard operating procedures 	<p>Clarify any questions regarding expectations:</p> <ul style="list-style-type: none"> • Scope of the project and your role • Personal funding support • Content knowledge and skills • Other experts available for consultation • Use of space and materials <p>Participate in trainings:</p> <ul style="list-style-type: none"> • Safety procedures • Engage with subgroup and other project members • Review literature • Standard operating procedures – e.g. reviewing/writing
During	<p>Monitor and support:</p> <ul style="list-style-type: none"> • Subgroup meetings • Check in on progress • Read and critique, collaborate as needed • <u>Intellectual property guidelines</u> 	<p>Perform duties and seek feedback:</p> <ul style="list-style-type: none"> • Attend meetings, coordinate with subgroup • Maintain lab manual • Provide timely and relevant drafts, data summaries • Ask for feedback
Post	<p>Evaluate and review:</p> <ul style="list-style-type: none"> • Collect lab notebooks, materials, keys • Manuscript, data sets • Coordinate a clear departure • Reference letter 	<p>Review and set new goals:</p> <ul style="list-style-type: none"> • Leave clear standards of practice/report; directions to the person taking over the project • Request reference letter

Resources

A resource of the Academic Civility Workgroup, 2016.

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

