**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

**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

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**On-Campus Resources**

**Office for Conflict Resolution (OCR)**
Phone: 612-624-1030
[www.ocr.umn.edu/ocr@umn.edu](http://www.ocr.umn.edu/ocr@umn.edu)

**Graduate Assistant Employment Services**
Phone: 612-624-7070
[www1.umn.edu/ohr/gae/gaesinfo@umn.edu](http://www1.umn.edu/ohr/gae/gaesinfo@umn.edu)

**Student Conflict Resolution Center (SCRC)**
Phone: 612-624-7272
[www.sos.umn.edu/sos@umn.edu](http://www.sos.umn.edu/sos@umn.edu)

[www.wbt.umn.edu](http://www.wbt.umn.edu)