**Teaching Assistant (TA) Checklist**

The purpose of this checklist is to help **create a conversation** between you as a Teaching Assistant (TA) and your Course Instructor to feel more prepared and confident in your role as a TA. Please use this checklist as a guide in your new role. Please **bring this checklist to your initial meeting with your Course Instructor**.

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| Topic | Questions to Ask… |
| Hours | * Could you provide me with a detailed breakdown on how you would like me spend my TA hours?
* Could you provide me with the CUPE Assignment of Duties to TA form completed?
* How would you like me to record my TA hours?
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| Meetings & Communication | * What is the plan for meetings during the course?
* In what ways would you prefer to communicate (email, phone, in-person…)?
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| Assessment | * In terms of assessment, can you provide me with marking guides? Criteria? Exemplars? Rubrics?
* For each marking assignment, what do expect the average time needed to mark a single assignment would be?
* What protocols for invigilating exams would you like to follow?
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| Labs | * Do you have expectations on how you would like me to run the labs?
* What are my responsibilities when running the lab?
* Who will set-up and clean up the lab?
* How would you like me to prepare for the lab?
* Where do I get lab equipment if necessary?
* Who do I contact if there is a problem in the lab? (ie. broken equipment, missing items, spills..)
* How would you like me to prepare for the labs?
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| Tutorials | * Do you have expectations on how you would like me to run the tutorials?
* What goals do you have for the tutorials?
* How would you like me to prepare for the tutorials?
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| York Policies | * What should I do if I get questions/situations from students regarding York Policies (ie. academic honesty, religious observations, student accommodations…)
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| Questions | * Who do I connect with if I have questions or concerns?
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