**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? |
| Meetings & Communication | * What is the plan for meetings during the course? * In what ways would you prefer to communicate (email, phone, in-person…)? |
| 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? |
| 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? |
| 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? |
| York Policies | * What should I do if I get questions/situations from students regarding York Policies (ie. academic honesty, religious observations, student accommodations…) |
| Questions | * Who do I connect with if I have questions or concerns? |