

Duties and Responsibilities of Teaching Assistants

In order to be eligible for a teaching assistant, classes must have 12 students or more. If there are less, approval must be granted.

1. TAs must be candidacy students enrolled in the program. (Candidacy status will be verified.)
2. TAs must be present in class during the entire quarter.
3. TAs are responsible for keeping attendance, making sure that students in class are registered and notifying the instructor otherwise.
4. TAs must be available to consult with students outside of the classroom via telephone.
5. TAs are responsible for contacting students regarding field trips, make-ups, or other changes in the regularly scheduled class meetings. (The Design Program staff must also be notified in advance so that the department won't be charged for a room that isn't used.)
6. TAs should make sure the boards are erased and that tables and chairs are put in order at the end of each class, and that all AV equipment is put back in place.
7. TAs are responsible for administering the evaluation process. This includes passing out the evaluation forms, collecting them and putting them back into the folders, and delivering them back to the staff. Instructors are not to see or handle the evaluations under any circumstances. Copies will be sent to them at a later date. (In classes where there is no TA, the instructor should designate a student in the class to handle this task.)
8. TAs are responsible when there is a need for last-minute copying or typing of handouts. (NOTE: This should not be done on a weekly basis. Most copying should be submitted to the administrative office before the start of the quarter.)
9. During the quarter, originals may be given to the on-site Design Program staff who will have them copied and returned the following week.)
10. Instructors must submit a Teacher's Assistant Request form, completely filled out, to the office by the 2nd class meeting in order for their request for a TA to be granted and for their TA to receive the proper credit.
11. Under no circumstances may a TA receive payment, tips, or gifts for aiding or tutoring students in the class either during or outside of regular class hours.
12. The right to complimentary enrollments earned by a TA expires after one year.

Any special/unusual circumstances must be addressed to your program representative.