



TA duties checklist - annotate as needed

Adapted from: *Working with Your TA*, University Center for Teaching & Learning, University of Pittsburgh

- Course planning
 - Assist in the planning/revision of a course _____
 - Create a syllabus _____
 - Review materials developed by the supervisor _____
- Teaching
 - Labs _____
 - Recitations _____
 - Clinical skills _____
 - Pre-labs _____
 - Remediation sessions _____
 - In-class small group facilitation _____
- Creating materials
 - Quizzes _____
 - Rubrics _____
 - Exam questions _____
 - Entire exams _____
 - Problem sets _____
 - Assignments _____
 - Handouts _____
 - Online information _____
 - Lab activities _____
- Administrative duties
 - Mentor undergraduate students _____
 - Mentor new graduate students _____
 - Hold office/student hours _____



**CASE WESTERN RESERVE
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- Proctor exams _____
- Take attendance _____
- Manage student grades _____
- Update course on Canvas _____
- Update social media _____
- Grading and feedback
 - Quizzes _____
 - Exams _____
 - Problem sets _____
 - Papers and essays _____
 - Lab reports _____
 - Class participation _____
 - Clinical skills _____
- Other duties
 - Organize/supervise students or drive vehicles for field trips

 - Collect, manage, and or set up audiovisual equipment

 - Attend the class for which they are a TA _____
 - Other: _____
 - Other: _____
 - Other: _____

Each of these tasks need to be a) detailed in full, and in writing, and b) discussed with students before they take up their TA duties. This should prevent any misunderstandings during the semester.