

# CHECKLIST OF INSTRUCTIONAL DUTIES FOR TEACHING ASSISTANTS

(Complete and submit no later than third class meeting of the semester)

Laboratory TA's typically perform most of the duties listed below. Please indicate those duties you are expected to perform and how often you are expected to do them. For infrequent duties (such as proctoring & grading exams), indicate expected dates. Make a copy for your records.

TA Name Printed \_\_\_\_\_ TA's signature \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Course No & Sec \_\_\_\_\_

DUTY	HOW OFTEN? OR TIME FRAME
<input type="checkbox"/> Attend lectures	_____
<input type="checkbox"/> Take Attendance	_____
<input type="checkbox"/> Maintain Office Hours	_____
<input type="checkbox"/> Conduct Review Sessions	_____
<input type="checkbox"/> Conduct Lab Sessions	_____
<input type="checkbox"/> Pre-run Lab Experiments	_____
<input type="checkbox"/> Prepare/Setup Experiments	_____
<input type="checkbox"/> Grade Homework	_____
<input type="checkbox"/> Grade Lab Reports	_____
<input type="checkbox"/> Write Lab Quizzes	_____
<input type="checkbox"/> Grade Lab Quizzes	_____
<input type="checkbox"/> Write Exam Questions	_____
<input type="checkbox"/> Proctor Exams	_____
<input type="checkbox"/> Grade Examinations	_____
<input type="checkbox"/> Maintain Lab Grades	_____
<input type="checkbox"/> Help Compute Final Grades	_____
<input type="checkbox"/> Other: <i>please specify</i>	_____