

Faculty Responsibilities when Supervising TAs Assigned to a Course

1. Serve in a mentoring and development capacity for TAs assigned to the course.
2. TA support for a course will be requested every semester by the development of a written list of responsibilities and expectations of the TA for approval by the PHPR departmental chair. See Appendix A; *Example TA Responsibilities*.
3. At the beginning of the assignment period, clearly communicate to the TA the responsibilities and expectations of the assignment.
4. Closely supervise, evaluate, and provide timely feedback on any formal classroom large group or small group teaching assignments.
5. Provide general guidance to and supervision of the TA during the assignment period, including providing regular feedback to the TA on quality of the work and whether it is satisfactory.
6. Complete and return a TA evaluation at the end of the semester.
7. Structure the TA assignment to foster TA development and learning.
8. Ensure that the TA understands FERPA guidelines or confidentiality when handling or returning graded materials.

Appendix A: Example TA Responsibilities Form

PHRM XXXXX, TA Responsibilities, Fall 2018

STUDENT NAME (10 hrs/week) PHPR-West Lafayette	Attend weekly TA/faculty course meeting 1 hr/week Hold in-person office hours: 1 hr/week Watch all recorded lectures/modules: 4 hrs/week - Attend in person if no class conflict that day; during lecture, assist with guest speakers, IT as needed. Make class announcements at start of Tues lectures. Administrative: 4 hrs/week
STUDENT NAME (10 hrs/week) PHPR-Indianapolis	Attend weekly TA/faculty course meeting 1 hr/week Hold virtual office hours: 1 hr/week Watch all recorded lectures/modules: 4 hrs/week Administrative: 4 hrs/week - Discuss Indy TA specific role to balance out workload across TAs. - Primary person to post slides to Blackboard.

Course contacts:

Dr XXX cell is XXX-XXX-XXXX for urgent issues. Otherwise, see syllabus for Co-Coordinator contact information.

Administrative staff:

NAME

Administrative Assistant

Department of Pharmacy Practice, RHPH 5th floor

Ph - XXX-XXX-XXXX

Fax- XXX-XXX-XXXX

XXX@purdue.edu

Additional expectations for all TAs:

- Coordinate with the other course TA to balance workload, define your role and divide tasks, troubleshoot Blackboard questions, etc.

- TA attendance is expected at these class sessions:
 - 8/28 Introduction to Med Safety
 - 9/11 Quiz #1
 - 10/11 Quiz #2(XX has conflict this day)
 - 11/8 Quiz #3

Assist students

- maintain regular office hours at times not in conflict with P-3 students' schedules
- respond to student e-mails within 2 working days (see syllabus policy)
- conduct additional student help sessions as necessary

Assignments/assessments/presentations

- assist with Blackboard Learn tasks/postings, including postings of lecture slides
- grade assignments according to keys provided by faculty
- assist in conducting in-class assessments/quizzes/activities (e.g., help develop a CPOE demonstration with the tEMR, to use for 9/13, Thurs lecture)
- assist faculty with lecture, class preparation

Quizzes

- pick up and/or photocopy quizzes and other required materials
- review past quiz/exam questions to make sure they were covered in this year's lectures and are appropriate for use on this year's quizzes
- Help draft quiz questions; draft w/in 2 days after each lecture.
- collect, collate, and distribute sets of handouts, quizzes
- proctor quizzes, ensure quiz procedures are followed (all TAs required)
- Drops off/pick up scantron sheets
- maintain records of submitted assignments, quizzes, and associated grades

General

TAs are expected to:

- be familiar with all course policies as described in the syllabus and course manual, particularly those related to assignments/assessments, quizzes, and grading.
- assist in coordinating with course administrative assistant (Mindy)
- be on time for class and quizzes.
- answer student questions whenever possible and in a professional manner, but for questions outside their knowledge or TA responsibilities, or related to the student's overall grade for the course, should ask the student to contact Course Coordinator, Dr. Russ.
- except for unexpected situations, notify Course Coordinators in advance about days out of office/absence.
- bring up any questions, concerns to Course Coordinators throughout the course and maintain open, professional communication.