

## **Graduate Teaching Assistantships**

Graduate assistantships serve as the primary means of support for many graduate students, enabling them to work toward their degrees and grow professionally while providing the University the benefit of high-quality services. The graduate assistant (GA) is both student and employee, and is expected to perform well academically and to meet teaching, research, and/or service obligations.

Graduate Teaching Assistants/Instructor of Record (GTA)

Within the Worden School of Social Service, faculty overseeing a graduate teaching assistant are compensated \$500.00 per 7 week course. Faculty are listed as the instructor of record and have ultimate responsibility for the course. Faculty are expected to:

Encourage TAs to partake of school and university programs that enhance pedagogical knowledge and proficiencies.

Provide a timely overview of the syllabi so that TAs can prepare.

Whenever possible, provide TAs with free copies of course learning and support materials.

Orient TAs to their course, provide regular and meaningful feedback on their work through regular staff meetings where course progression and problems are discussed, and ensure that grading practices are fair and consistently applied.

Be explicit about how TAing in a given course will contribute to the department's curriculum, and how the TA's efforts will contribute to her/his professional development. Stipulate the learning outcomes.

Be available to meet with and mentor TAs in advance of and throughout the term.

Observe TAs classroom and/or online teaching and give prompt and constructive oral and/or written feedback.

Oversee the recording of course grades and take responsibility for the accuracy of data supplied to the Registrar.

Even when a graduate student is the teacher of record, a faculty member should oversee their work.

Graduate student teaching should be supervised by the teacher of record and observed by a faculty mentor minimally once per term (usually more, and repeatedly if serious concerns are noted), with prompt feedback provided.

Faculty are responsible for continuous and conscientious training, mentoring, and supervising of their teaching assistants. This includes ensuring that they are acquainted with good practices related to academic integrity, procedures when dishonesty is suspected, and processes for the adjudication of violations; tutoring options and writing support at OLLU

The faculty of record are responsible for all grades assigned in their classes. Therefore, they

- Manage the assigned TA responsibilities along with other academic work, keeping to deadlines, advancing appropriately through academic milestones.
- Meet regularly the faculty supervisor, request feedback, and seek opportunities to continually develop pedagogical proficiencies.
- Hold regular scheduled office hours.