**University of Maryland**

**Statement of Mutual Expectations for Graduate Teaching Assistants (GTAs)**

This GTA checklist is intended to improve communication between instructors and GTAs concerning roles, responsibilities, and expectations. Please review this checklist with each GTA at the beginning of each semester, and check all items that apply.

Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate teaching assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GTA email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a:

* 10 hour a week GTA appointment
* 20 hour a week GTA appointment
* other (please specify): \_\_\_\_\_\_\_\_\_\_\_

This form is being completed by (please check one):

* The instructor only
* The GTA only
* The instructor and GTA together

**Expectations regarding professionalism (check all that apply)**

* Attend all regularly scheduled classes
* Arrive on time to class and meetings
* Respond promptly to emails from students and instructor
* Meet deadlines for grading and other responsibilities
* Maintain student confidentiality
* Complete UMD’s 10 minute FERPA tutorial at <http://www.sis.umd.edu/ferpa>
* Demonstrate knowledge of university honor code policies, professional ethics, and other course related policies. The new student-friendly website explaining course related policies is available here: <http://www.ugst.umd.edu/courserelatedpolicies.html>
* Maintain positive professional relationships with students, other GTAs/undergraduate teaching assistants (UTAs), and instructor
* Maintain engagement with classroom activities (e.g., avoiding distractions such as texting and social media)
* Ask questions when unsure of responsibilities or course content
* Demonstrate knowledge of student support services including the UMD Counseling center, writing center, and Accessibility and Disability Service (ADS) support
* Communicate with instructor in a timely manner if an illness or other unavoidable absence conflicts with your GTA duties
* Other duties (please describe in space below)

**Expectations regarding teaching and mentoring activities (check all that apply)**

* Teach recitation/discussion/laboratory sections of course
* Attend, manage, and teach all recitation/discussion/laboratory sections as needed
* Prepare recitation/discussion/laboratory material with instructor input
* Coordinate recitation/discussion/laboratory with lectures, with instructor input
* Arrange with instructor for date and time to hold office hours. If unable to hold office hours on the prearranged date and time, immediately notify instructor to arrange for alternate accommodations for the students
* Assist with identifying underperforming students and communicate with instructors regarding these students
* Hold extra help or review sessions for students, as appropriate
* Provide corrective feedback to students in a positive and constructive manner
* Provide clear explanations of course material to students
* Supervise, train, and manage undergraduate teaching assistants in coordination with the instructor
* Demonstrate knowledge and understanding of course content
* Stay informed and ahead of the course schedule to anticipate and plan for upcoming assignments, exams, deadlines, etc)
* Help students stay informed and ahead of the course schedule to anticipate and plan for upcoming assignments, exams, deadlines, etc)
* Provide guest lectures
* Grade assignments and provide solutions in a timely manner
* Be available to assist with grading exams when needed
* Distribute laboratory material to students
* Other (please specify)

**Expectations of GTA for supporting instructor (check all that apply)**

* Manage ELMS or other course websites
* Learn to use technology or equipment used in the course
* Assist in preparation of classroom activities (class demonstrations, videos, laboratory assignments, etc)
* Prepare and/or provide quiz questions and/or solutions
* Prepare and/or provide exam questions and/or solutions
* Maintain the grade book
* Photocopy exams and other materials in advance of class
* Coordinate ADS exams and assist with ADS accommodations
* Set up power point slides, lab equipment, or other material before class
* Other (please specify)

**Expectations of instructor mentorship of the GTA (check all that apply)**

* Review syllabus with TA prior to semester
* Provide clear directions in grading exams and assignments
* Mentor TA regarding teaching pedagogy
* Assist TA in developing material for guest lectures
* Provide ample advanced notice of scheduled assignments or changes to assignments
* Communicate with TA on a regular basis to discuss class
* Review UMD policies with TA
* Provide feedback to student and potential assessment of student in regards to their performance as a TA
* Mentor GTA on how to address student questions regarding exams and assignments, including grading rubrics and handling student complaints about grading
* Other (please specify in space below)