

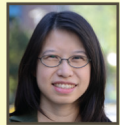
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THE UNIVERSITY OF BRITISH COLUMBIA

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Centre for Teaching and Learning



A CHECKLIST FOR INSTRUCTORS/ TEACHING ASSISTANTS

This list serves only as a starting point for discussion. We also include a column for estimated hours so that both parties are reminded of the expectation at UBC Okanagan of 12 hours per week. Ta's should recognize although theirs is a union job, (TA's are part of the BCGEU Collective Agreement) it is considered, by many supervisors, to be a training ground for a professional academic career. As such you will be expected to 'get the job done' with little regard to hours. You will have to strike a comfortable balance between the acting as a professional and the contract under which you have been hired.

Course Information: Course #/Name
Goals/objectives
Textbook
Student roster
WebCT Vista access

TA Contract Beware work load. Any other
UBCO positions?

Training	Dropbox, Vista Grade book OMR Placing items on reserve in library Assignment expectations and grading criteria(also below)	Preparation for lectures	Handouts Lab demonstrations Lecture Materials: AV booking? Obtaining? Returning? Photocopying Where? Code?
Class Attendance Expectations:	Required to attend lectures? Duties during lectures? teaching handing out materials monitoring group work answering questions setting up demonstrations collecting assignments taking notes	Exams	Preparation Delivery/Invigilation Organizing review sessions?
TA/Instructor Meetings	How often? Meeting after first assignment and midterms to discuss students' performance and possible changes to improve students' learning process? Professor and TA exchanged contact information Emergency procedures	Marking	Rubric/template/grading criteria Protocol for complaints Record-keeping duties Posting marks Evaluation responsibilities?
Office Hours	For TA Instructor Share with students the TA's duties for this course How students will get in touch with TA? (Suggestion: WebCT messages that will be checked by the TA every Monday/Wednesday morning)	Evaluation of Teaching Assistant Performance	TA Assessment form at the end of the term Letter of recommendation clarifying the duties performed by the TA of the course.
		Attending training/development sessions	

Centre for Teaching and Learning

The Centre for Teaching and Learning at UBC's Okanagan campus promotes and supports excellence in teaching and learning . The Centre provides campus-wide support for all models of teaching and learning, including online learning.

It is our Mission:

"To lead, support and promote teaching and learning excellence, innovation and scholarship at the UBC Okanagan campus."

The Centre for Teaching and Learning will be pleased to assist you further should you wish to explore this topic.