NAME T/A: ________________________________  

Department of Mathematics  (To be completed by the Faculty Supervisor and reviewed with the TA)  
Course # _________ Course Title: ____________________________________________  
Qtr/Yr _________ Instructor: ________________________________  
Location: ____________ Day/Time: ____________________________  

NOTE TO FACULTY SUPERVISOR: Check required duties and fill in information below as pertains to TA assigned to this course. Meet with TA at the beginning of the appointment to review these duties and discuss your performance expectations in relation to them and to the performance categories under Part I (see reverse side), including the criteria on the section or lab student evaluation form (the one handed out to students at the end of the quarter) so that the TA understands the kinds of teaching skills that will be assessed.

_____ Attend all lectures  
_____ Present lectures as assigned by faculty supervisor  
_____ Instruct _______ sections per week (review student evaluation form criteria with TA as noted above)  
_____ Hold _______ office hours weekly (provide range of hours)  
_____ Attend weekly or as scheduled meetings with Faculty Supervisor  
_____ Attend weekly or as scheduled meetings with TA Trainer or Head TA  
_____ Assign students to sections at start of quarter  
_____ Assist in preparation of problem sets/quizzes/exams  
_____ Make copies or prepare printing orders of coursework  
_____ Read, evaluate, and return in a timely manner ______ papers/lab reports per student (fill in or refer TA to course syllabus)  
_____ Read and evaluate ______ examinations per student (fill in or refer TA to course syllabus)  
_____ Proctor ______ examinations  
_____ Arrange/attend ______ labs/field trips/observatory sessions (circle and provide details)  
_____ Assist in the preparation of narrative evaluations and/or make grade recommendations as appropriate for students in TA’s section(s)  
_____ Keep records of students in TA’s section(s) (e.g., attendance and grades)  
_____ Assist in grading of homework, midterms and final exams  
_____ Schedule Review Sessions – 1-2 weeks prior to the date you wish to have the review session  
_____ Perform other tasks as specified (please list below or attach separate piece of paper)  
________________________________________________________________________________
________________________________________________________________________________

These job duties/expectations and the performance evaluation criteria (see reverse) have been reviewed and discussed with the TA assigned to this course at the beginning of the appointment.

_____________________________  
Instructor/Supervisor Signature/Date  

_____________________________  
TA Signature/Date  

cc: Employment File