

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-IR) are responsible for the instruction of a course or lab as well as the responsibilities that accompany that assignment such as grading papers, meeting with students, etc. Each GTA-IR is eligible for a \$2500.00 stipend per term. Each GTA-IR must be listed as the class secondary instructor of record.

Teaching assistantships should be structured around both the needs of the teaching assistant and the needs of the curriculum in which they teach.

Student Responsibilities

Graduate teaching assistants/Instructor of Record perform a variety of roles related to teaching that represent different levels of independence and direct contact with students. The level of responsibilities assigned to GTA-IRs is determined by the program in consultation with the Worden Director, PhD Program Director, and the program director for the program they are teaching in (ie MSW program Director, BSW program Director). To the extent possible, assignments are made that contribute to the intellectual and professional development of graduate students. Graduate teaching assistants/Instructors of record are governed by the same standards of conduct in the performance of their academic duties as are members of the faculty. They are expected to maintain the highest levels of professional and ethical standards.

Although the professional development of graduate students as teachers is considered an important part of doctoral training, The Worden School of Social Service is committed to ensuring that the students have sufficient time for other, equally important, components of their doctoral education. No TA is expected to perform instructional duties that would take more than 20 hours per week. Students are limited to teaching a maximum of 1 class per term.

The most important day-to-day duties of a graduate teaching assistant include:

- Teaching the assigned curriculum
- Leading class discussions and answering student questions
- Evaluating student essays, projects, labs, tests and other assessments
- Maintaining records on student progress/grades

Guidelines for Faculty Teaching Mentors

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 should carefully oversee TAs' work as graders by providing clear and consistent guidelines and grading rubrics, samples of feedback, and spot-check TAs' work.

Graduate Teaching Assistant Responsibilities:

- Dedicate 12-20 hours per week (averaged over the term) to TA duties.
- Approach the TAship as a learning experience complementary to other aspects of graduate education.
- Adhere to university and college or school policies, requirements, and deadlines pertaining to topics such as academic integrity, safety protocols, maintaining a classroom respectful of diversity, as well as the Registrar's procedures and deadlines.
- Acquire proficiency in the course content and methodologies, complemented by appropriate pedagogical methods.

- 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.