

Department of Geological Sciences

Stanford Doerr School of Sustainability

TA-Instructor Agreement

The purpose of this worksheet is to give TAs and instructors an opportunity to clarify, discuss and agree upon the expected workload and responsibilities at the start of each quarter. The agreement is in three parts:

- For the instructor to complete prior to the meeting
- For the TA to complete prior to the meeting
- For both to work on together during the meeting (Signatures required)

The topics have been generated through workshops and meetings with TAs and instructors and are intended to benefit both parties. Please submit the completed form to the Assistant Director of Student Services by the Final Study List deadline.

Section 1 (Instructor portion): Course Organization and TA expectations

Please explain briefly the TA's responsibilities:

Is the TA expected to attend each class/lab? If not all, please explain which and (roughly) how many.

Is the TA expected to hold office hours? If so, how frequently?

Is the TA responsible for grading homework assignments or exams? How often are assignments submitted? What is the expected turnaround time? What is the course policy for turning in late assignments? *Please note: the instructor is expected to provide or give access to a grading key and rubric.*

Does the course have an associated field trip or field trips? If so, what are the expected responsibilities of the TA ?

Will the TA be able to complete all of his/her TA duties in an average of 10 hours or less per week?

Section 2 (TA portion): TA Preparedness and Responsibilities

Have you previously taken this course (or a comparable course), or will some of the material be unfamiliar to you? In other words, how much additional preparation do you feel you need to undertake to feel comfortable grading/lecturing the course material?

Do you have any scheduling conflicts during the quarter that may interfere with the course?

Are you interested in the opportunity to give a lecture? Consider that a lecturing opportunity may be a portion of one, a review session, or a topic on a field trip.

Section 3: Communicating Expectations and Navigating the TA-Instructor Relationship

How will the TA and instructor continue communication throughout the quarter? Please consider having meetings weekly or every other week.

Please clarify here the policy for assigning grades throughout the quarter. Make sure to determine the late policy for assignments.

Please discuss here any scheduling conflicts that will result in either the TA or instructor being absent from class, lab or a field trip.

Please discuss here the ways the TA and instructor will receive feedback from the students throughout the quarter. Options include online mid-quarter evaluation, short end-of-class questionnaires (1-2 questions), and communication via the TA.

Please use the space below to discuss and document any other aspects of the TA-Instructor relationship that were not addressed above.

If the instructor is not meeting the expectations agreed upon in this document, the instructor should take the following steps.

1. Communicate clearly to the TA what specific tasks they are not completing properly.
2. Develop with the TA steps to take to address the concerns.
3. Allow the TA to improve upon their actions and give follow-up feedback.
4. At any time, or if problems persist, contact the GS faculty member TA Director, who is head of TA training and relations (contact listed below).

If the TA is having difficulty meeting the expectations agreed upon in this document, is spending more than 10 hours per week completing their duties, or has been given more responsibilities originally set forth, the TA should take the following steps.

1. Communicate clearly to the instructor(s) what aspects of their duties are either causing difficulty or are resulting in dedicating more than 10 hours per week to the TAship.
2. Develop with the instructor steps to take to address the concerns.
3. At any time, or if problems persist, contact the GS graduate student Center for Teaching and Learning (CTL) liaison or the GS faculty member TA Director, who is head of TA training and relations (contact listed below).

Departmental Contacts

2022-2023 Faculty TA Director
George Hilley, hilley@stanford.edu

2022-2023 VPTL Mentor
TBD

Acknowledgement

Course name: _____

Quarter/Year: _____

TA name

TA signature

Instructor signature

Instructor signature