Tips to Working With TAs

• Provide clear guidance about duties, possibly providing them with a written list of their duties. The more transparent you are about your expectations for TAs, the more likely they are to meet those expectations. In particular, you should discuss your expectations regarding:
  o Attending lecture
  o Attending regular meetings
  o Discussion sections
  o Review sessions
  o Office hours
  o Responding to emails
  o Grading

• You should give your TAs guidance in terms of grading.
  o Stress the importance of grading consistently
  o Discuss how will partial credit be awarded
  o Specify whether the TAs write down the number of points a student should receive for each question or the number of points they miss on each question.
  o If the TAs write answer keys, be sure to look them over.

• If your course has discussion sections, provide clear guidance about what TAs should do in discussion section. For example, the TAs could
  o Go over old exams
  o Work through homework problems
  o Administer quizzes
  o Hand back exams
  o NOTE: you may need to highlight for the TAs important points reflected in the material you want them to cover in section. You also may want to suggest how long they should spend preparing for section since TAs often under-estimate the amount of preparation required.

• Stress to the TAs the importance of taking their jobs seriously.
  o Their role in undergraduate education at UCSD
  o The importance of learning presentation skills
  o Letters of recommendation
  o Their reputation within the Department
  o Their reputation within the field