

SES GRADUATE TEACHING ASSISTANT EXPECTATIONS

As a Graduate Teaching Assistant (GTA) for SES courses, you are expected to:

- _____ **Fulfill the terms of your GTA contract.** You must arrive on campus one-week prior to the start of classes *each semester* to attend any lab meetings or trainings. If you will miss this week due to university business, you must submit a Request for Approved Leave form, to your GTA supervisor as soon as possible and may be asked to complete additional tasks to prepare for classes. Failure to do this could result in the loss of your GTA.
- _____ **Complete all required trainings prior to the first day of classes.** This includes FERPA, Preventing Harassment, Van Training, and Field Safety training, among others.
- _____ **Present yourself as a professional.** This includes, but is not limited to, timely and professional responses to emails from your supervisor, professional and appropriate appearance on teaching days, responding to communication from students in a timely and professional manner, and providing detailed feedback and grades to students.
- _____ **Review activities and prepare a lesson plan for each class session and before every GTA meeting.** Bring your lesson plan to the meeting and add notes from the meeting. Revise your lesson plan (or PowerPoint presentation or lecture notes) prior to teaching your lab. Lesson plans and lecture notes will help you organize your thoughts and demonstrate that you are taking the time to adequately prepare to teach the course. Your supervisor may request these notes at any time if you seem to be unprepared.
- _____ **Attend all weekly meetings and participate in the entire meeting;** communicate to your supervisor if you have university business or a personal emergency and will not be able to participate.
- _____ **Drive on one SES field trip each semester that you are a GTA.** This is above and beyond any field trips that you are required to drive on for your specific GTA assigned course.
- _____ **Communicate student progress frequently in a manner that complies with FERPA.** In general, student work should be returned to students within one week and grades recorded at that time. You should maintain a Bb Learn shell where students can check their grades and receive updates and announcements regarding the course.
- _____ **Provide complete gradebook with student scores to your supervisor and submit midterm and final grades by the deadline as directed.** This allows us to compare class averages and identify “easy” graders and “hard” graders before the semester ends. We expect that the class averages will be approximately equal among lab sections. Your supervisor may adjust grades to reduce differences among GTAs.
- _____ **Maintain a clean and orderly classroom.** You may choose to have students do this for you, but the lab space must be kept neat. Materials should be cleaned and put away after each week, activity or field trip. Broken or missing items should be reported to your supervisor.
- _____ **Hold a minimum of three office hours per week and be generally available to respond to student questions outside of office hours.** You should ensure that your office hours do not conflict with the course lecture sections and occur at a time that is expected to be reasonably useful for the majority of students.
- _____ **Arrange for a substitute teacher if you will miss a teaching assignment due to illness, university business, or other unforeseen emergencies.** You are expected to communicate schedule changes to your supervisor at least one week ahead of time by submitting a Request for Approved Leave form if possible. Your supervisor should also be notified of last-minute substitutions via email or phone call (form not required) due to illness or unexpected circumstances.

You will be evaluated each semester against these expectations. Failure to satisfactorily meet these expectations may result in the loss of your assistantship.

If you agree to meet these expectations, please initial each line and sign and date this form.

Graduate Teaching Assistant Signature

Date