

UNDERGRADUATE TEACHING ASSISTANTS ROLES AND RESPONSIBILITIES

Fall 2018 & Spring 2019

1. Responsibilities:

By accepting a Teaching Assistant position, you are agreeing to:

- participate in the entire TA training program held August 27 – August 31, 2018
- attend all lectures
- proctor and grade exams
- attend all required TA meetings
- come prepared, organized and on time to your sections
- grade and return homework in a timely manner
- be available to meet with students during stated office hours (minimum of 2 hours per week)
- perform other course-wide administrative tasks
- conduct yourself in an ethical, professional manner at all times

If you must miss a recitation due to an emergency, you are required to make arrangements for another T.A. to substitute for your section.

Failure to comply with these regulations may result in termination of your position.

2. Selection Process:

Submit a completed application form with one letter of recommendation by **Friday, June 2, 2018**. These can be submitted electronically to jweisman@mit.edu or hard copies can be submitted to 6-205. Undergraduate T.A.s are selected on the basis of commitment and reliability, mastery of subject matter, prior teaching experience, and the availability of teaching positions.

3. T.A. Training:

A **mandatory** Teaching Training will be given August 27 – August 31, 2018. This training program consists of presentations, workshops and microteaching to help prepare all chemistry teaching assistants for their teaching responsibilities.

4. Receiving T.A. Assignment:

T.A.s for Fall 2018 will receive notification of your T.A. assignment sometime in July. T.A.s for Spring 2019 will receive notification of your T.A. assignment sometime in January. If you have not received this information by then, please e-mail Jennifer Weisman at jweisman@mit.edu.

5. Time Commitment:

Your teaching will, on the average, require approximately ten to fifteen hours per week. This will vary by the class and with each week.

I have read and agree to the terms of this appointment.

(Student Signature)