

Example Pre-Semester Memo to TAs for a Large Lecture Course

TO: [TA 1]
[TA 2]

FROM: [Instructor]

RE: TA Assignment

We have the good fortune to be working together this semester as part of the teaching team for [course]. I look forward to our first TA meeting, but wanted to give you some preliminary information about the TA responsibilities for this course. The course meets [days] from [time] in [bldg & room]. You will teach sections on [day] at [times]; each of you will be responsible for teaching [#] of sections with about 30 students per section. Our maximum enrollment is # students this term (we expect \approx #), which demands that we be organized.

Your assistantship includes the following responsibilities:

- 1) Attend the large class session, so that you know what students are learning, can answer questions, and prepare for exam reviews.
- 2) Attend a weekly TA meeting to discuss the content of weekly section material. I would prefer the meeting to be [day] from [time]; if you have a course conflict for this time, let me know.
- 3) Contribute questions to the exams. We will have a brainstorming session before each exam to discuss and rewrite our draft questions.
- 4) Prepare materials for sections/labs. The workload will be shared by the TAs. Divide the weekly topics between the two of you. Each of you is responsible for preparing 5 or 6 topics. When it is your turn to develop the materials for the subsequent week, please prepare the following materials and bring them to the TA meeting:
 - a) copies of a suggested section/lab activity
 - b) draft copies of handouts
 - c) draft copies of exercises

At the meeting, we will refine the student learning objectives for that topic, discuss the proposed material, and suggest possible changes.

- 5) Office hours. Please schedule at least 1 Office Hour per week and be available for a limited time after class. I will need your office room number and your e-mail address by the morning of [day, date] for inclusion on the syllabus.
- 6) Additional tasks (divide between you):
 - Act as course webmaster, manage Blackboard content
 - Design and copy Study Guides for each exam
 - Grade assignments, midterms, and extra credit work for the students in your sections
 - Compile data from the introductory student survey
 - Arrange for copying and collating exams
 - Arrange for CATE forms for each section of your course