

Graduate Employee Union TA Mentoring Worksheet

Course (Semester, Year, Code, Ex: SS18 ECE 407): _____
Faculty Mentor: _____
Graduate Teaching Assistant (GTA): _____
Classroom (Building, Room number): _____

This worksheet is intended to help facilitate a formal discussion between a faculty mentor and GTA about the roles, responsibilities, and expectations each has for the other for the duration of the GTA's teaching appointment. It is recommended to work through this exercise before the teaching appointment begins and that each party keep a copy.

1. Scheduling regular meetings

Describe where, and how often, the mentor and GTA will meet (unless otherwise arranged) to review the course schedule, plan upcoming activities, discuss and resolve any logistical or managerial challenges, or manage other issues.

2. GTA responsibilities for preparing, administering, and grading course assignments

Describe the role(s) that the GTA will perform in preparing, administering, and grading course assignments (ex: quizzes, short papers, lab reports, group projects, presentations, etc.) Where possible, encourage the GTA to use an available scoring rubric or create one. Establish a time deadline for each assignment before which the GTA should have grading completed and reported to the instructor.

3. Maintaining the course gradebook

Describe methods the instructor uses for maintaining their course gradebook and the roles(s) that the GTA will perform in maintaining the course gradebook.

4. Access to course D2L site

Before the semester starts, the mentor will add the GTA to the "Classlist" in the role of _____, giving the GTA the appropriate level of access and editing right for performing their work duties. Note, the role with the least access is "Member" and with most access is "Course Editor".

5. Expectations for email correspondence

The mentor, GTA, and enrolled students are required to conduct all course-related email correspondence with their official MSU accounts.

The GTA and instructor should respond to emails between each other within _____ hours between Monday and Friday and within _____ hours on Saturday and Sunday.

The GTA should respond to emails from enrolled students within _____ hours between Monday and Friday and within _____ hours on Saturday and Sunday. The GTA (should/should not) _____ CC the instructor on all such responses

If the GTA is unclear about anything, they should check with the instructor or direct the student to contact the instructor directly (Ex: if the GTA is emailed a complaint from a student regarding the course).

6. GTA hour tracking

Describe how the GTA will keep track of their hours/week and how the instructor will review and verify this on a regular basis.

7. Expectations for GTA office hours

The GTA should hold on-campus office hours for _____ hours every week located in _____. These will be held on the following days/times:

Describe how the GTA may use this time when not working directly with students:

8. Access to required and recommended course materials

List all required and recommended course materials. Describe how the GTA will have free access to all such materials prior to the beginning of the semester (Ex: borrowed from the Department, instructor, etc.).

9. Expectations for GTA class attendance and engagement

Is the GTA expected to attend every class? _____

If not, for which class meetings is attendance not required? _____

Describe the instructor's expectations for what the GTA will do during typical class meetings (Ex: take notes, take attendance, help answer student questions, etc.):

10. Invited lectures by the GTA

Will the GTA be expected to deliver any invited lectures this semester? _____

Does the GTA want experience teaching in the classroom? _____

If yes how many lectures? _____

If yes, describe how and when the instructor and GTA will decide upon the topics, lengths, and dates of the invited lectures:

11. GTA training

When learning new techniques and procedures, the instructor will train the GTA using the following procedure(s):

If the GTA gets stuck while working on a lab/course assignment/project/etc., the procedure to follow will be:

12. University policies:

Please discuss and briefly note any specifics on how the GTA should be conscious in their work of (a) FERPA regulations, (b) mandatory reporting for sexual assault or harassment, and (c) if they think a student is experiencing mental health issues and could pose a threat to themselves or others.

13. Other issues not addressed above:

For example, what to do if time off is needed to attend a conference, medical reasons, etc. (Ex: discussion board moderation for an online course).

By signing below, we agree to these goals, expectations, and working parameters for this course. We will meet again on _____ (Ex: in 2 weeks, at the middle of the semester) to reassess how the procedures we discussed are working.

GTA signature: _____ Date: _____

Mentor signature: _____ Date: _____