

Your Role as a Teaching Assistant



An overview of the responsibilities, expectations, and benefits of being a Georgia Tech Teaching Assistant



Overview



In this module, we will discuss:

- Benefits of being a Teaching Assistant (TA)
- Common responsibilities of TAs
- What is expected of you
- What you should expect from your supervising faculty member and your department
- Some tips to help you prepare for your first day



Benefits of Being a TA



- Financial compensation
- Professional development
 - Public speaking
 - Confidence
 - Mastery of material
 - Communication skills
 - Time management/organization
 - Satisfaction from students "getting it"
- Professional connections
 - Supervisors
 - Support staff
 - Visiting speakers



Words of Wisdom from Experienced TAs...



David Simpson
Biomedical Engineering
Graduate TA



Joanna Hass
Physics
Graduate TA



Anne Hewitt
Computer Science
Undergraduate TA



Words of Wisdom from Experienced TAs...



Samer Tawfik
Aerospace Engineering
Graduate TA



Christina Hampton
Chemistry
Graduate TA



Robert Pruvencok
Mathematics
Graduate TA





Common TA Responsibilities



TAs may do one or more of the following:



- Lead Recitation Sections
- Lead or Assist in Laboratories
- Grade Exams, Homework, or other Assignments
- Supervise Group Projects
- Hold Office Hours
- Conduct Review Sessions
- Assist with Administrative Issues
- Teach an Entire Course

Above All...



Your Responsibilities as a TA are:

- To enhance and support the learning of students
- To enhance your education and professional development



Expectations Of All TAs

- Be on time (if not early) to every class session
- Be prepared
- Be knowledgeable about important campus and departmental policies related to teaching

Expectations Of All TAs



- Be professional- you are representing yourself, your department, and Georgia Tech
- Be courteous and respectful to students, faculty, and other teaching assistants
- Be understanding, flexible, and patient whenever possible

Expectations of Faculty

Prior to the beginning of any class for which you are teaching, your supervisor should:



- Provide you a copy of the course syllabus and any instructional materials (e.g., textbooks, lab manuals)
- Discuss with you much time you should be expected to devote to teaching
- Clarify what your responsibilities are

Expectations of Faculty

Some common questions to ask are as follows:

- Do I need to attend lectures?
- How often do I need to meet with you? Are there weekly TA meetings?
- Will I be grading assignments? If so, which assignments and how often?
- Will I be asked to hold office hours? Give Review Sessions?
- Do I have administrative responsibilities?
- About what policies (if any) do I have authority to make decisions?

Tips for the First Day

- Prepare
- Review the course material
- Familiarize yourself with the classroom or lab
- Ask for advice from other TAs or faculty
- Plan an introduction of yourself
- Plan an ice-breaker to get to know your students



Where to Turn for Help...

- The Faculty Member or Instructor
- Other TAs in your department
- CETL's TA Programs (<http://www.cetl.gatech.edu>)
- *Teaching at Georgia Tech* Handbook (available online and by contacting CETL)