

Clark University
Faculty Expectations and Feedback for Graduate Assistants¹

Name of Teaching Assistant:

Course Number:

Semester/Year:

Course Title:

Supervising Faculty Name:

This form is designed to facilitate discussion between professor and graduate assistants. Discussion with graduate students suggests that it would be most helpful if used, at minimum, once before the start of the semester, to structure a discussion of expectations, and once at the end of the semester, to facilitate communication about graduate assistant performance. A midterm discussion to review expectations and graduate assistant performance may be helpful in making “mid-course corrections”.

The following is a list of possible expectations for graduate assistant involvement in the course. No graduate assistant will do all of these things, and most will undoubtedly do other things as well. This list is intended as a starting point for a discussion of expectations of the graduate assistant role, and as a place to record your expectations and feedback. Both professor and graduate assistant may want to leave each meeting with a copy of this form.

Possible Graduate Assistant Responsibilities	Pre-semester agreement of expectation	Midterm feedback (optional)	End of semester feedback
Attend lecture			
Conduct class sessions (e.g. discussion sessions, labs)			
Conduct out of class sessions (office hours, help sessions)			
Grade (e.g. homework, labs, projects, exams; maintain grade records)			

¹ “Assistants” include both graduate teaching assistants and ad hoc graduate assistants.

Possible Graduate Assistant Responsibilities	Pre-semester agreement of expectation	Midterm feedback (optional)	End of semester feedback
Assist with technology (e.g. Blackboard site, A/V equipment)			
Assist in laboratories (e.g. test labs, maintain equipment, deliver pre-lab lectures)			
Other expectations (e.g. prepare answer sheets, take attendance, other):			
Time expected before/after semester ²			
Total time input expected ²			

Overall assessment and suggestions for improvement (end of semester):

Faculty comments:

TA comments:

² Note that graduate school policy states that a graduate teaching assistant is expected to work the equivalent of 17.5 hr/week for 15.5 weeks, and therefore may be expected to be available before the semester begins and/or after it ends. Ad hoc graduate assistants' time expectations vary according to their individual contracts.