Instructor–GTA Agreement on Graduate Teaching Assistant Responsibilities

<table>
<thead>
<tr>
<th>GTA name</th>
<th>Instructor name</th>
<th>Course # and section(s)</th>
<th>Term</th>
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Place a check mark in the space before each of the duties you require your GTA to perform. Please make a copy for instructor and GTA; you will want to refer to this form at the end of term for GTA evaluations.

__1. Maintain Office Hours: ______ hours per week. (Dept. minimum is 3)
   Days_________________ Hours_________________

__2. Grade objective tests and/or quizzes.

__3. Grade essay tests / quizzes / homework or some other type of student work.

__4. Grade book reviews. If this is checked, is the GTA expected to read the books on the reading list? Yes ___ No ___

__5. Confer with students about grades. If this is checked, does the GTA have authority to change student grades? Yes ___ No ___


__7. Maintain attendance records, which includes recording/preserving student excuses. If this is checked, is a seating chart required? Yes ___ No ___
   If this is checked, attendance is to be posted to Blackboard how frequently?
   __________________________

__8. Administer make-up exams / quizzes.

__9. Assist in preparation of exams / quizzes. If checked, what specific duties will the GTA perform? Typing ___ Proof Reading ___ Photo copying ___
   Collating and Stapling ___ Labeling exams with student names ___
   Other ___ (describe)______________________________

__10. Monitor or Proctor exams / quizzes.

__11. Give lectures. If this is checked, please indicate length of lecture and approximate number of classes/topics to cover.
   Full class period lecture ___  Partial class period lecture ___

__12. Assist in or supervise discussion groups or quiz sections. If checked, how many hours per week of student contact does this require? __________

__13. Operate audio/visual equipment.

__14. Attend all lectures.

__15. Take lecture notes.

__16. Read all books assigned for class.

__17. Other requirements (describe):

Instructor Signature and Date ____________________________________________ GTA Signature and Date ____________________________________________