

**Instructor-GTA Agreement on
Graduate Teaching Assistant Responsibilities**

_____ **GTA Name** _____ **Instructor Name** _____ **Course/Section** _____ **Term**

Please place a check mark in the space before each duty you require your GTA to perform. Keep a copy for yourself and give one to your GTA; this form is a reference for the completion of the end-of-semester GTA evaluation.

___1. Maintain Office Hours: ___ hours per week. (At least three per week with single assist and four per week with double assist.)

Days: _____ Times: _____

___2. Grade objective exams and/or quizzes.

___3. Grade essay exams.

___4. Grade non-exam assignments.

If yes, describe nature of these assignments: _____

___5. Confer with students about grades.

If checked, does the GTA have authority to change student grades? Yes: ___ No: ___

___6. Maintain accurate grade records in Canvas.

___7. Maintain accurate attendance records, including recording absences and preserving student excuses.

If checked, will GTA need to make a seating chart? Yes: ___ No: ___

If checked, how frequently must attendance be posted in Canvas? _____

___10. Assist with distribution and collection of exams, and monitor classroom during exams.

If yes, any special instructions? _____

___8. Proctor make-up exams and quizzes.

___9. Give lecture(s).

If checked, indicate topic(s) and length of lecture(s). _____

___11. Assist in running discussion sections.

If checked, how many hours per week of student contact are required? _____

___12. Operate audio/visual equipment.

___13. Attend all lectures and exams.

___14. Take lecture notes.

If yes, will GTA be responsible for sharing them with students? _____

___15. Read all reading assignments for this class.

___16. Other requirements (please describe):

Instructor Signature and Date

Revised Spring 2017

GTA Signature and Date