

Teaching Assistant (TA) Checklist

The purpose of this checklist is to help create a conversation between you as a Teaching Assistant (TA) and your Course Instructor to feel more prepared and confident in your role as a TA. Please use this checklist as a guide in your new role. Please bring this checklist to your initial meeting with your Course Instructor.

Topic	Questions to Ask...
Hours	<ul style="list-style-type: none"> <input type="checkbox"/> Could you provide me with a <u>detailed breakdown</u> on how you would like me spend my TA hours? <input type="checkbox"/> Could you provide me with the CUPE Assignment of Duties to TA form completed? <input type="checkbox"/> How would you like me to <u>record my TA</u> hours?
Meetings & Communication	<ul style="list-style-type: none"> <input type="checkbox"/> What is the plan for <u>meetings</u> during the course? <input type="checkbox"/> In what ways would you <u>prefer to communicate</u> (email, phone, in-person...)?
Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> In terms of assessment, can you provide me with marking guides? <u>Criteria?</u> <u>Exemplars?</u> Rubrics? <input type="checkbox"/> For each marking assignment, what do expect the average time needed to mark a single assignment would be? <input type="checkbox"/> What <u>protocols</u> for invigilating exams would you like to follow?
Labs	<ul style="list-style-type: none"> <input type="checkbox"/> Do you have <u>expectations</u> on how you would like me to run the labs? <input type="checkbox"/> What are my <u>responsibilities</u> when running the lab? <input type="checkbox"/> Who will set-up and clean up the lab? <input type="checkbox"/> How would you like me to prepare for the lab? <input type="checkbox"/> Where do I get lab equipment if necessary? <input type="checkbox"/> Who do I <u>contact</u> if there is a <u>problem</u> in the lab? (ie. broken equipment, missing items, spills..) <input type="checkbox"/> How would you like me to <u>prepare for the labs</u>?
Tutorials	<ul style="list-style-type: none"> <input type="checkbox"/> Do you have <u>expectations</u> on how you would like me to run the tutorials? <input type="checkbox"/> What <u>goals</u> do you have for the tutorials? <input type="checkbox"/> How would you like me to <u>prepare for the tutorials</u>?
York Policies	<ul style="list-style-type: none"> <input type="checkbox"/> What should I do if I get questions/situations from students regarding <u>York Policies</u> (ie. academic honesty, religious observations, student accommodations...)
Questions	<ul style="list-style-type: none"> <input type="checkbox"/> Who do I connect with if I have <u>questions or concerns</u>?

This checklist is inspired by:

Center for the Support of Teaching York University, (2008). *TA CD Relationship Answers*

<https://teachingcommons.yorku.ca/wp-content/uploads/2015/02/TA-CD-Relationship-Answers.pdf>