

TA Roles and Responsibilities

As a Teaching Assistant (TA), your responsibilities begin on the first day of classes and end once the final course grades have been submitted. You are expected to be present during this whole period and if you anticipate being absent for any reason, you must contact the instructor of the course or the Head TA if there is one. On average, you will be working 5 hours a week for 16 weeks for a single TA unit though the workload will not necessarily be distributed uniformly throughout the term.

Your responsibilities may consist of the following or others, depending upon the course. Contact the course instructor before the first day of classes so that your roles and responsibilities can be clarified.

- Attend course meetings and respond promptly to emails messages from the instructor or Head TA.
- You must be familiar with both the course material and the current assignment. The amount of preparation considered to be part of your assigned TA hours should be discussed with the course instructor.
- Hold office hours and/or monitor an online discussion forum.
- Conduct tutorials, labs or review sessions.
- Mark assignments and tests.
- Be prepared to ask questions about handling alternate solutions to assignment and test questions.
- Discuss any changes to the marking scheme with the course instructor.
- Provide sufficient feedback. Students must be able to understand why marks were removed. Ensure that your writing is readable, and that your comments are tactful and constructive. An important guideline to use is to imagine the feedback you would like to receive as a student.
- Report any suspected academic integrity issues to the course instructor.
- Proctor tests and final exam.
- Manage course grades.
- Your attitude is vital. Students should see you as approachable and helpful, familiar with the course content and the assignments. If your English-language skills are not strong, follow the suggestions from the Waterloo International office to improve your English (<https://uwaterloo.ca/international/come-to-waterloo/improve-your-english>)

The course instructor should inform you at the beginning of the term concerning your specific roles and responsibilities. The course instructor should also provide you with an approximate number of hours required for each responsibility.

If for any reason you cannot perform your TA responsibilities, you are expected to find a qualified replacement, assuming that the course instructor agrees to the substitution.

Additionally, you are part of the Faculty of Mathematics proctoring pool, and may be called upon to assist in the proctoring of another course's examination (midterm or final). The assignment is random, and you are not expected to be familiar with the course material. Should you be selected, the Associate Dean of Undergraduate Studies or an approved delegate will notify you.