

Teaching Assistant Procedures

The procedures for the major tasks and components of your job as a Teaching Assistant in the Department of Statistics and Actuarial Science are outlined below.

We recognize that you have other important responsibilities—your own studies. So remember that being a Teaching Assistant is a part-time job and it is your responsibility to carry it out responsibly!

At the start of your contract:

- Unless you have done so, you need to fill in all necessary payroll forms (i.e. for banking institutions for if you are being appointed for the first time) and sign your contract
- Pick up your course materials from Charlene Bradbury in our General Office.
- Set your regular weekly office hours (telephone and/or online) as discussed with the course instructor and let Charlene and the students know about this.
- Review your course materials, including the course introduction and the assignments. Familiarize yourself with the overall design of the course and the software.
- Read the TA information provided by the Department and the TSSU handbook.

Meet with your course supervisor to do the following:

- Clarify standards, expectations and evaluative criteria for your assignment.
- Clarify policy regarding the use of tutors and others to assist students with their work.
- Establish guidelines for the best use of your time.
- Review your workload and discuss the TUG form with the course instructor.
- Seek clarification on any points that are unclear to you in the course materials.
- Familiarize yourself with the departmental policies and requirements such as those regarding penalties for late assignments, acceptable reasons for granting extensions, deferrals, plagiarism, and assignment format and documentation style.

The Class - Tutorials

- Class/Tutorial list will be emailed to you by Charlene Bradbury.
- Make contact with each of your students to introduce yourself and the course at the beginning of the term (e.g. prepare a welcome message to the class).

Throughout the term:

- Be aware that as a Teaching Assistant you represent the Department of Statistics and Actuarial Science
- Check your mail box and with the General Office regularly for messages, assignments, notices, and so forth.
- Mark and return assignments according to the policy established by the course instructor or the workshop coordinator.
- Do not be late for your tutorial, workshop hours and your office hour.
- Invigilate and return exams, if applicable. Be very punctual regarding these tasks.
- Inform the course instructor at your earliest convenience if, due to any emergency, you are unable to hold office hours or mark and return assignments promptly.

Be particularly attentive regarding your duties during the last week of classes and during the examination period.