

UNDERGRADUATE TA EXPECTATIONS

All TAs are expected to provide faculty supervisors with a copy of their schedule and all of the information needed to contact them, including telephone numbers and e-mail each semester.

TAs should expect to meet with their faculty supervisor once each week at a time that is mutually convenient.

TAs are expected to hold *a minimum* of one hour of office hours per week.

Undergraduate TAs may be expected to create homeworks for their classes, but are not allowed to create course exams. Any homeworks created must be submitted **electronically** at least two days in advance to the undergraduate secretary at econsec@binghamton.edu so that it may be posted to the class web site unless otherwise specified by the instructor.

TAs will not be required to purchase books for the discussion sections of courses that they lead. Faculty will order desk copies for their TAs.

TAs are required to proctor/monitor any/all exams as required by the faculty supervisor.

Students should check their Binghamton e-mail at least once every day.

TAs may be asked to hold review sessions as determined by the faculty supervisor.

Students who are grading or leading discussion sections are expected to attend **all the lectures** of the classes for which they are grading. Exceptions must be approved the faculty supervisor.

In very large classes TAs may need to act as “police” to maintain order. TAs should be instructed by the faculty supervisor as to what manner of discipline is expected in the classroom.

The obligation of a TA/Grader does not end until the final grades have been completed. They are not allowed to go home and expect to e-mail the grades when they are done with them. Students are expected to remain until the assignments are finished. The end of final exams does NOT mean that the assignment is over.

There us no copying for discussion section assignments available from the Economics Department. Assignments must be submitted at least two days in advance to the undergraduate secretary so that it may be posted to the class web site unless otherwise specified by the instructor.

Other examples of types of work that may be required:

- TA/graders may be expected to grade homeworks and exams, and to keep records of their students' attendance at discussion sections and grades, both on a disk and hard copy
- TAs may be called upon to post notices of changes in the class meeting time and/or place
- TAs may be expected to create spreadsheets for purposes specified by the faculty supervisor
- Students may be asked to assist in the creation and maintenance of course web sites

NOTE: The above list of examples is not meant to be exhaustive. It merely contains examples of some types of work that might be required of undergraduate teaching assistants.