

**DEPARTMENT OF JUSTICE STUDIES
GRADUATE TEACHING ASSISTANT FORM
(Effective Fall 2014)**

SEMESTER: _____

INSTRUCTOR: _____

COURSE: _____

GRADUATE TEACHING ASSISTANT: _____

JS 298 SECTION #: _____

GRADUATE COORDINATOR: _____

GTA'S DUTIES & RESPONSIBILITIES:

- 1) Meet with supervisor to discuss students' grades, and to complete required grade-related paperwork.
- 2) Prepare and proctor examinations.
- 3) Return assignments to students in accordance with established deadlines.
- 4) Assist instructor during office hours, if requested to do so.
- 5) Arrange for supervisors to conduct teaching observations; meet with supervisors to receive feedback about teaching performance.
- 6) Assist faculty members or staff with student conferences and other class-related events.
- 7) Evaluate and grade examinations, assignments, and papers, and record grades.
- 8) Lead discussion groups and/or tutorials if requested by the instructor.
- 9) Teach at least one class during the semester.
- 10) Assist the instructor in the development of teaching materials such as syllabi, visual aids, supplementary notes, and course websites.

INSTRUCTOR'S DUTIES & RESPONSIBILITIES:

- 1)** Provide guidance to the GTA throughout the semester
- 2)** Hold periodic meetings with the GTA to provide meaningful feedback on his/her performance.
- 3)** Support the GTA in any activities that might contribute to the development of his/her pedagogical skills.
- 4)** Work with the GTA to ensure that his/her tasks and responsibilities do not interfere with his/her duties as a Graduate Student in the Justice Studies Department
- 5)** Submit a comprehensive evaluation of the GTAs performance to the Graduate Coordinator by the end of the semester.

INSTRUCTOR SIGNATURE

GTA SIGNATURE

GRADUATE COORDINATOR SIGNATURE
