

## *Beyond the Contract: Questions to Ask About Your DSL*

Graduate Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Graduate Teaching Assistantship Course \_\_\_\_\_

This letter specifies the list of duties to be performed by the GTA, and estimated number of hours attributable to each of those duties; performance of these duties are required in order to honour the contract between GTA and employer.

According to Article 16 of the GTA Collective Agreement, a full GTA cannot be required to work more than 140 hours per term and a half GTA not more than 70 hours per term. The course supervisor should aim to have full GTAs work on average 10 hours per week (5 hours per week for half GTAs). It must however be recognized, by both the GTA and course supervisor, that the 10 hour per week limit is only a guideline and not a set weekly maximum.

\_\_\_ hrs: instruction, lecturing or supervision in classes tutorials or laboratories

- *What exactly are the goals of this course?*
- *Are there any additional materials that would help me be better prepared for the course?*
- *What is the procedure for TA evaluations?*
  - \_\_\_ *formal observation*
  - \_\_\_ *peer observation*
  - \_\_\_ *live demonstration*
  - \_\_\_ *student evaluations*
  - \_\_\_ *departmental evaluation*
    - *When do TA evaluations occur?*
    - *Are there consistent evaluation forms for all TAs in my discipline?*
- *What is my role in the case that my supervisor has an emergency?*
- *My specific duties during lectures, tutorials, or laboratories include:*
  - \_\_\_ *teaching*
  - \_\_\_ *handing out materials*
  - \_\_\_ *monitoring group work*
  - \_\_\_ *answering questions*
  - \_\_\_ *setting up demonstrations*
  - \_\_\_ *collecting assignments*
  - \_\_\_ *taking notes*
  - \_\_\_ *conducting review sessions*
  - \_\_\_ *conducting course evaluations*

\_\_\_ hrs: preparation of materials or set-up of required displays or apparatus for classes, tutorials or laboratories

\_\_\_\_\_ *Photocopying*

- *Where do I photocopy these materials?*
- *What is the photocopy code?*

\_\_\_\_\_ *Booking audiovisual/multimedia materials*

\_\_\_\_\_ *Placing items on reserve in library*

- *Where & how do I obtain these materials?*
- *Where & how do I return them?*

\_\_\_ hrs: presence at designated lectures

- *Am I required to attend all lectures?*
- *What is my specific role during these lectures?*

\_\_\_ *handing out materials*

\_\_\_ *monitoring group work/online discussion*

\_\_\_ *setting up demonstrations/equipment*

\_\_\_ *collecting assignments*

\_\_\_ *taking notes*

\_\_\_ *helping with course evaluations*

\_\_\_ hrs: holding of office hours and meeting with students

- *What contact information should I share with students?*

\_\_\_\_\_ *Office hour times/dates for TA*

\_\_\_\_\_ *Office hour times/dates for Supervisor*

\_\_\_ hrs: grading of essays, assignments, laboratory reports, tutorials and term tests

\_\_\_\_\_ *Grading essays, assignments, laboratory reports, and tutorials*

- *How exactly are course grades determined?*
- *What will the assignment grading schedule look like?*
- *What is the procedure and timeline for:*
  - *recording marks (assignments and participation grades)*
  - *returning assignments*
  - *submitting grades to my supervisor*
  - *posting marks to students*
- *How long should I spend on grading each assignment?*
- *Is a rubric or marking template necessary? If yes,*
  - *Is it applicable?*
  - *Is there already a rubric made for each assignment and/or exam? If no,*
    - *Am I allowed to make one?*
    - *Are other TAs in the course available to produce one with me?*
- *What is the protocol for handling:*
  - *grade disputes*
  - *suspected plagiarism*
  - *suspected cheating*

\_\_\_\_\_ *Grading term tests and exams*

- *Who will be making up the test/exams?*
- *What kinds of tests/exams will they be?*

\_\_\_ hrs: proctoring of exams

- *What is the protocol for handling suspected cases of cheating during the exam?*

\_\_\_ hrs: conducting field trips

\_\_\_ hrs: employer required training including health and safety and Teaching Support Centre  
\_\_\_\_\_ *OWL/SAKAI, including gradebook*

\_\_\_ hrs: employer required meetings

\_\_\_\_\_ *Supervisor's contact information:* \_\_\_\_\_

- *How often will I meet with my supervisor?*

\_\_\_ hrs: reading and corresponding electronically with students relevant to the assigned course

\_\_\_ hrs: other teaching related duties

\_\_\_\_\_ *I have a copy of the course syllabus, including the goals/objectives of the course*

\_\_\_\_\_ *I have a copy of the textbook*

\_\_\_\_\_ *I have a record of the student roster*

\_\_\_ **Total Hours**

The GTA should be aware that a review of assigned duties and appropriate hours of work is available through Article 15.05(b) of the GTA Collective Agreement.

\_\_\_\_\_  
Course Supervisor GTA

\_\_\_\_\_  
Date

*Beyond the Contract: TA Duties Log (from UBC Okanagan)*

<b>DUTY</b>	<b>HOURS PER WEEK</b>
Attending lectures/field trips	
Preparing materials - creating/selecting/obtaining handouts, AV - preparing labs/demonstrations	
Office hours - in-person student consultations - phone calls, e-mails	
Leading labs/tutorials	
Meetings - with instructor - with other TA's	
Attending training/development sessions	
Assessment - establishing grading criteria - grading papers/labs - supervision of exams - record-keeping	
Other:	
Total Hours This Week:	