

**Psychology Department**  
**Guidelines for Teaching Assistant (TA) Responsibilities**

Duties (Check all that apply)	Description:		
<b>Grading</b>			
Tests			
Assignments			% of time
Papers (with guidelines/rubric)			
Drafts of Papers (with rubric)	_____		_____
<b>Tests/Exams</b>			
Constructing			
Proctoring			
Storage			% of time
Construct/Proctor Make-ups			
Construct Answers	_____		_____
<b>Maintain Class Records</b>			
Posting Marks			% of time
Answer Keys			
Posting Announcements	_____		_____
<b>Class Preparation</b>			
Lecturing (no more than 3X)			
Class Demonstrations			
Photocopying			% of time
Place materials on reserve			
Develop Interactive activities	_____		_____
			% of time
<b>D2I Management</b>			
	_____		_____
			% of time
<b>Office Hours (not to exceed 3hrs/week)</b>			
Student email	_____		_____
			% of time
<b>Attend Class</b>			
	_____		_____
			% of time
<b>Read Textbook</b>			
	_____		_____
			% of time
<b>Conduct Review Sessions or Discussions</b>			
In person			% of time
Online	_____		_____
<b>Miscellaneous</b>			
Webpage Management			
SALT services/DRC			
Note Taking			
Taking			
Maintain Class Records			% of time
Other (specify):	_____		_____

TA: \_\_\_\_\_ Instructor: \_\_\_\_\_ Class: \_\_\_\_\_  
 Last Updated: 09/14/21