

# Teaching Assistants

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Teaching Assistants (TAs) are sophomores, juniors and seniors who work to support faculty and students. TAs are recommended to us by faculty who have recognized your outstanding characteristics. TAs must maintain at least a 3.0 GPA and must follow CWAA policies and procedures throughout the semester to ensure employment for the next semester.

In your TA role, you may find yourself supporting faculty and students in a variety of ways: in-class support, office hours, correcting assignments without assigning grades, review sessions or PLTL, etc. Below you will find a list of “Do’s” and “Don’ts” for this position.

Please do this...	But don't do this...
Communicate regularly with your faculty member, and be sure to discuss problematic students.	Do not discipline students.
Conduct course-related research to strengthen your understanding of your position and course.	Do not act as a research assistant or conduct departmental clerical support.
Help lead class discussions and provide lab support for students, as needed.	Do not teach class without faculty present.
Review and comment on subjective assignments. Correct but not grade objective assignments.	Do not evaluate or grade subjective assignments.
Lead Review Sessions and/or PLTL sessions. Be sure to reserve your room through Conference and Events.	Do not tutor individual students unless they visit you during your office hours. Any tutoring must go directly through the CWAA.
Assist with class and/or exam preparation.	Do not proctor examinations.
Contact us with ANY questions or concerns.	Don't forget that, while you are working for your instructor and your department, you are an employee of the CWAA and are bound to a contract with specific requirements.

## TA-Specific Information

As a TA, you are “in the field”, which means you aren’t given a lot of oversight from the CWAA. Since you’ve been identified as a reliable and responsible student, we trust that you will perform your duties to the best of your ability, seeking out your faculty member, other TAs and tutors, and/or the CWAA staff if you have any questions or concerns. As you have been oriented to the role, been given a thorough handbook, and have many resources available to you for assistance, the CWAA expects that you have all the information you need to succeed. If anything is still unclear to you, please let us know.

As with any employment position, the Teaching Assistant position involves orientation, training, feedback surveys and payroll. Orientation gets you started, training keeps you going, and feedback surveys give you a voice. Payroll provides you with compensation and TutorTrac records provide the CWAA with a thorough understanding of how your time is managed throughout the semester. Without these necessary pieces, we wouldn’t have a TA program. Please take your job seriously.

Please see the information below for more information regarding your TA position:

1. TAs are required to attend three CWAA training events per semester \*Exception: PLTL Leaders are not required to attend due to the rigorous oversight provided by the Chemistry faculty. These trainings are provided as part of your professional development. All TAs are compensated for time spent in training. Please arrive to meetings and trainings on time, and be prepared to listen and learn.
2. TAs do not tutor individual students. If you prefer a 1-on-1 tutoring setting, please speak with CWAA staff to discuss a potential tutoring position. The hours spent tutoring are *in addition* to your hours working as a TA.
3. Due to budget constraints, TAs are only allowed to work four hours per week, per course or section. If you are a TA for two classes or sections, you may work up to 8 hours per week. If you find yourself working more than four hours, please let us know right away so we can talk with the professor about your workload.
4. If you are holding review sessions, you must request a classroom for the semester through Conference and Events. Be sure to select the correct department when filling out the request form. If you need to cancel a Review Session, please email the students and the professor, and post a notice on the door. If you have a Review Session and none of the students attend, please wait at least 15 minutes before you leave. You may add that ¼ hour to your timesheet.  
**When the college is closed, there are no Review Sessions/PLTL/Math Lab/Atrium, etc.**