**IST 337**

**IM&T Support Practicum**

**Revised: May 1, 2018**

**TA CONTRACT**

**Description of Responsibilities for all Undergraduate TAs**

By serving as an Undergraduate Teaching Assistant, you will have many opportunities to further develop your technical, managerial, and communication skills. The primary responsibilities of an Undergraduate TA include lab development, lab mentoring, tutoring, assisting with lecture, and interacting with students but will vary from class to class. To earn 3 credit hours, we expect a time commitment of approximately 7-10 hours per week, averaged over the course of semester.

A student can gain up to six credit hours through IST337, and can repeat the course with alternative assignments outlined in the course syllabus for a maximum of 3 credit hours.

**Learning Outcomes**

After successfully completing your Support Practicum, you will

* Develop a deeper understanding for how people learn and apply fundamental concepts and skills related to the class you are assisting.
* Gain experience developing and presenting instructional materials related to the class you are assisting.
* Gain experience in testing and quality assurance by insuring that lab modules are effectively delivered to students.
* Enhance your ability to effectively mentor other students in a laboratory or class context.
* Gain a deeper understanding of the material in the class you are assisting
* Enhance your ability to communicate effectively with others through individualized and small-group tutoring.

**Professional Expectations in Labs and Lectures**

Undergraduate TAs are role models for current students. As such, all TAs are expected to display professional behavior while working in the labs and/or lectures. You should not be spending time in lab surfing the web, texting, e-mailing, or talking on your phone. You should respect the fact that some students will struggle with material and your goal should be to provide constructive support. You should be attentive while in lab/lecture, constantly watching for students who are having trouble. If you don’t know the answer to a student’s question, don’t make one up. Check with the instructor to make sure you are answering a question the correct way. That way, if it comes up again with another student (and it usually does), you will be able to answer the question correctly. Don’t wait for students to ask questions. Walk around and ask if they are doing OK. That will often prompt questions that the student might be too embarrassed to ask.

**Weekly Report**

Each Undergraduate Teaching Assistant is expected to fill out the weekly status report at the end of each week, summarizing their experiences and making recommendations for areas where the labs/lectures can be improved. You are encouraged to maintain a note sheet during lab/class that summarizes your teaching experiences while they are still fresh in your mind.

A template of the weekly status report is attached to this document.

This report should be submitted in electronic format no later than the first day of class the next week. A compiled set of all weekly reports will be handed to the instructor by each TA at the end of the semester and will be passed on to the next semester’s TA for review.

**Grading**

75% of your final grade will be based on your overall participation as well as the effectiveness of your contributions in the class you are serving. In order to receive an A, you must meet all of your weekly obligations and achieve excellent assessments from the Lab Instructor and/or the Primary Instructor. The instructors will base their assessment on their personal observations as well as feedback from students, lab staff (if applicable), other TAs, and on attendance.

In addition, each semester we schedule 3-4 additional professional development sessions. The dates are communicated at the start of the semester (usually occurring late in the day on Friday) and run for 2-3 hours each. Attendance and active participation is required. 25% of your final grade relates to this portion of the course.

**IST 337
Faculty Checklist/Process**

**Undergraduate IM&T Teaching Assistant (TA) Program**

**It is important that the duties assigned a TA are pertinent to the course and are going to help the TA hone their skills to help them in their future careers.**

**Make sure that you have 8-10 hours of work for them to complete each week.**

To help you with this, a checklist is provided.

Working with your TA, please check the duties below that your TA will be performing each week:

* Review weekly materials
* Provide assistance to students who have questions/need additional help
* Contribute samples that can be used in future labs, assignments, and exams that are relevant to student interests
* Review and update changes needed in weekly labs
* Attending Lab
* Proof-reading labs
* Attending Lecture
* Tutoring
* Q&A on Blackboard
* Content Builder in Blackboard
* Review Sessions
* Office Hours (or general tutoring as requested – consistent office hours work best)
* Other: Identify sample problems that can be used for future assignments, exams, class activities. Improve existing labs and activities.

**Please fill out the schedule of duties below with your TA to ensure responsibilities are outlined and total hours equals 8-10 hours a week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Start Time** | **End Time** | **Responsibilities** | **Total Hours** |
| **Sunday** |  |  |  |  |
| **Monday** |   |   |   |   |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

Instructor Name (printed) Instructor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

TA Name (printed) TA Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

TA Student SUID (Required)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IST 337**

**Undergraduate IM&T Teaching Assistant Program**

**Weekly Status Report**

**TAs Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What work did you complete this week?**

**What problems did you face with your responsibilities this week?**

**What did students struggle with the most this week?**

**How could the lab, assignments, or class content in general from this week be improved?**