Women’s, Gender, and Sexuality Studies
TA RESPONSIBILITIES

MEETINGS
• Regularly attend class. Notify professor in generous advance of necessary absences.
• Complete all assigned reading assignments in advance of each class.
• Make yourself available to meet with students by appointment and before and after each class
• Meet weekly with professor to discuss course plans/issues.

STUDENT COMMUNICATION
• Serve as student-instructor liaison as needed
• Serve as first point of contact with students when students present questions regarding reading and assignments, etc. and refer students to professor when necessary. Please consult professor to clarify any questions!
• Respond to student emails within 24 hours during the work week (M-F).
• Always cc professor with all student email communication. If you are unsure how to respond, please forward email to professor for guidance.
• Set class email distribution list for your section and send relevant announcements, updates, corrections, reminders to this list.
• Reach out to students who are struggling, regularly absent or otherwise seem to be underperforming (on advisement of professor)
• PENDING: Upload info to Blackboard, answer emails sent to Blackboard, etc....

TEACHING
• Circulate among small groups during class exercises to keep students on task
• Teach limited portions of the course under supervision, such as debriefing films.
• Teach one full class period of your choosing (with in-class support and supervision).
• Offer group quiz prep session to students if desired
EVALUATION
• Read and comment on students’ work (as needed) during the semester using assessment rubrics provided (where applicable).

ADMINISTRATION/ ETC
• Help with room set up (circle) and returning chairs to rows each class
• Help with erasing board as needed
• Pre screen and select film clips for in class showings
• Set up tech (streaming videos, for ex) at start of class
• Create attendance sheet at the conclusion of Add/Drop
• Circulate attendance sheet at start of each class, collect and record attendance (can be paper or digital—your choice, but make sure you have a back up) Maintain all attendance sheets until final grades are calculated.
• Meet and escort guest speakers to our room and send thank you emails after their visit
• Pick up parking passes for guest speakers.
• Other duties as assigned (within reason, of course)