Congratulations on receiving the position as a Teaching Assistant with the School of Computing. As such, you will provide professional support to professors and students, using your skills and talents while gaining valuable work experience.

You are a valuable part of our teaching process and some of the top students in the program. As students yourself, your insights and enthusiasm are very important to inspiring the next generation of students.

Requirements for School of Computing Teaching Assistants:

1. Spend 20 hours per week on TA duties.  
2. Attend class lectures, scheduled office hours, and lab sections. 
3. Properly prepare for office hours pre-reading/pre-doing the course assignments 
4. When in charge of a discussion section, you are expected to pre-prepare your discussion topic. 
5. Finish assigned grading promptly and accurately within 7 days of the due date. 
6. Communicate effectively with the professor and students in the class. 
7. Answer student questions and emails promptly and accurately. 
8. Meet weekly with your faculty supervisor to report on your status and request any needed help. 
9. Provide additional support to your faculty supervisor in support of the course.

The School of Computing strives for excellence in our education efforts. To help meet this goal TAs are required to be evaluated by their faculty supervisor twice during the semester (at 8 weeks and after the semester). It is your responsibility to make sure the attached evaluation form is completed, signed, and returned to Ann Carlstrom, Graduate Advisor, MEB 3190. Failure to do so will result in you not being considered for subsequent employment.

Any student for which English is not a fluent language should strive to improve their spoken and written language abilities during the semester. Failure to effectively communicate will also be grounds to remove further support.

Should you feel unqualified to reach an excellent level of performance in a particular class, please contact your assigned faculty supervisor and let them know; then together contact Professor H. James de St. Germain to request a change.

All TAs need to be available in person for interviews and job assignments the week prior to each semester. Always let Professor H. James de St. Germain know where he can reach you.

Please be aware that we have great faith in your abilities and expect all TAs to perform at and above a satisfactory level. Teaching assistants who achieve the top marks will be given first consideration for future TA positions.

Sincerely,

H. James de St. Germain  
Director of Undergraduate Studies  
School of Computing  
University of Utah

1 Based on the requirements of the course as agreed with the faculty supervisor.  
2 Unless otherwise specified you should expect to spend 20 hours per week fulfilling your duties. Half Time TAs should plan to spend 10 hours per week.
School of Computing
University of Utah
Teaching Assistant Evaluation Form

Teaching Assistant (Print Name)  Faculty Supervisor (Print Name)

The following form must be completed before the end of week 8 of the semester and then again after final class grades are published. It is the responsibility of the TA to make sure the form is completed and signed by the faculty supervisor. If a particular line item does not apply to the particular course, the faculty supervisor should cross it out.

Please note that this list is not a complete job description. Should you have any questions about what your responsibilities are, please contact your faculty supervisor or Professor de St.Germain.

Grading Scale: Not Satisfactory  Satisfactory  Very Satisfactory
1                2              3            4              5

TA:
1. Is prepared for class/student consultation.  1  2  3  4  5
2. Comes to class regularly.  1  2  3  4  5
3. Knows subject matter well enough to judge correctness independently.  1  2  3  4  5
4. Able to communicate well (verbally) with students, both during office hours and in the classroom setting.  1  2  3  4  5
5. Completes work (e.g., grading) on time.  1  2  3  4  5
6. Responds to student e-mails in a timely fashion.  1  2  3  4  5
7. Responds promptly to e-mails from faculty instructor.  1  2  3  4  5
8. Pays attention to detail and accuracy in grading and recording of grades.  1  2  3  4  5
9. Attends scheduled office hours.  1  2  3  4  5
10. Maintains a good rapport with students and is helpful to students.  1  2  3  4  5
11. Is Organized  1  2  3  4  5

Any additional written feedback from the faculty supervisor.

Teaching Assistant (Signature)  Faculty Supervisor (Signature)  Date
(Return to the School of Computing Front Office)