

History TA Guidelines Fall 2020

The History Department recognizes that the partnership between teaching assistants and their supervisors is responsible for instructing hundreds of undergraduate students every semester and is an essential part of our teaching mission. The guidelines below are intended to support these partnerships and help them work as effectively as possible.

Expectations of Teaching Assistants:

- Attend all course meetings and read all assigned course materials
- Participate in weekly meetings with other TAs and the course supervisor
- Develop lesson plans and teach weekly recitation sections
- Grade assignments in a timely fashion (usually within two weeks)
- Respond to student questions and concerns promptly
- Hold weekly office hours
- Inform the supervisor of any urgent matters, ranging from student wellness to plagiarism cases, that may require additional support or intervention

Expectations of TA Supervisors:

- Remember that TAs should work no more than 20 hours/week
- Provide TAs with required course materials
- Hold weekly meetings with TAs to discuss course readings, plans for recitation, assignments, and any other course matters
- Guide TAs on the grading of assignments by sharing expectations and/or rubrics.
- Respond promptly to TAs seeking assistance
- Mentor TAs on all aspects of classroom teaching
- Observe TAs twice per semester and write up evaluations

University Policies & Resources for Teaching Assistants:

AR 5:2, Policies Relative to Teaching and Research Assistants:

<https://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/ar/ar5-2.pdf>

Graduate School Overview of University Policies on Assistantships:

<https://gradschool.uky.edu/assistantships>

Helpful links for Teaching Assistants:

<https://gradschool.uky.edu/teaching-assistant-resources>