Global expectations:

- Recurring weekly duties (including preparation) usually average 13–14 hours per week for a 20-hour appointment. This leaves roughly one hour per day so TAs have available time to perform variable duties (e.g., grade exams).
- Expectations for appointments not at 20 hours per week should be scaled appropriately, and reasonable accommodations may be made for courses involving duties in which the number of hours needed may vary substantially across a semester.
- The TA is responsible for coordinating his/her schedule to ensure that the time commitment as a TA as detailed in this document is met. Any known conflicts should be discussed with the instructor several weeks in advance.

SDS 301

TA appointment is 20 hours per week. Duties are as follows:

- Attend class lectures (3 hours per week)
- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Coordinate and assist with grading homework assignments (hours per week will vary)
- Grade in-class activity assignments (hours per week will vary)
- Coordinate with instructor and undergraduate teaching assistant to ensure grading across assignments is similar and prompt (hours per week will vary)
- Help with proctoring and grade three class exams (hours per week will vary)
- Grade final project assignments (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
  - See Sasha Schellenberg in GDC 7.504 for textbooks.

SDS 302

TA appointment is 20 hours per week. Duties are as follows:

- Attend class lectures (1 hour per week)
- Lead lab sections (3 hours per week)
- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Coordinate and oversee homework and lab assignment grading (meet with undergraduate graders and inspect grading across sections) (hours per week will vary)
- Help with proctoring and grade three class exams (hours per week will vary)
  (The instructor will supply a rubric for all test and exam problems to be graded by the TA.)
- Grade final project assignments (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
**SDS 306**
TA appointment is 20 hours per week. Duties are as follows:
- Attend class lectures (3 hours per week)
- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Grade assignments and assessments (hours per week will vary)
- Respond to student communication about course issues (hours per week will vary)
- Help with proctoring assessments (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
  - See Sasha Schellenberg in GDC 7.504 for textbooks.

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**SDS 321**
TA appointment is 20 hours per week. Duties are as follows:
- Attend class lectures (3 hours per week)
- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Grade homework assignments (hours per week will vary)
- Help with proctoring and grading exams (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
  - See Sasha Schellenberg in GDC 7.504 for textbooks.

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**SDS 322/392**
**SDS 335/394**
**SDS 374C/394C**
TA appointment is 10 hours per week. Duties are as follows:
- Provide grading assistance
- Hold office hours if requested to do so by the instructor (3 hours per week) (submit room request form via SDS webpage)
- Help with proctoring and grading exams (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
SDS 325H
SDS 358.1
SDS 352
SDS 353
When available, TA appointment is 10 hours per week, based on enrollment. Duties are as follows:

- Grade homework
- Hold office hours if requested to do so by the instructor (not to exceed 20% time — i.e. 2 hours per week for a 10-hour appointment) (submit room request form via SDS webpage)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.

SDS 328M
TA appointment is 20 hours per week. Duties are as follows:

- Attend class lectures (3 hours per week)
- Lead lab sections (3 hours per week)
- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Coordinate homework grading (when undergraduate graders are assigned) (hours per week will vary)
- Help with proctoring and grading exams (hours per week will vary).
- Grade all exams and major project assignments — each of the 3 in-class exams and 3 major project assignments will be graded by the TA (rubrics will be provided by the instructor).
- Grade additional activities, as assigned (hours per week will vary)
- Attend final poster session and help grade student presentations (3 hour final exam block).
- Help with administrative tasks: reviewing assignments and rubrics for typos, making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
  - See Sasha Schellenberg in GDC 7.504 for textbooks.
SDS 332
TA appointment is 20 hours per week. Duties are as follows:

- Attend class lectures (3 hours per week)
- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Grade homework assignments (hours per week will vary)
- Help with proctoring and grading exams (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.

SDS 380C
SDS 380D
TA appointment is 20 hours per week. Duties are as follows:

- Hold office hours (3 hours per week) (submit room request form via SDS webpage)
- Grade homework assignments (hours per week will vary)
- Help with proctoring and grading exams (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.

SDS 383C       SDS 384.6
SDS 383D       SDS 384.7
SDS 384.2      SDS 385
SDS 384.3      SDS 386D
SDS 384.4      SDS 387

TA appointment is 10 hours per week. Duties are as follows:

- Provide grading assistance
- Hold office hours if requested to do so by the instructor (3 hours per week)(submit room request form via SDS webpage)
- Help with proctoring and grading exams (hours per week will vary)
- Help with administrative tasks: making copies, entering grades, etc. (hours per week will vary)
- Please note the following regarding this assignment:
  - The list above represents the typical duties for this course; however, reasonable time trades are acceptable, so long as both the instructor and TA are clear and in agreement about the change.
  - The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.